WDE401 – Reimbursable Special Education Expenditures
For data being submitted for the School Year 2017-18
March 2018
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Introduction
The WDE401 Special Education Expenditures Report is completed by school districts in order to report all reimbursable special education costs for the previous fiscal year. This data provides the documentation for funding resources through the Education Resource Block Grant Model. The Wyoming Department of Education (WDE) Finance Unit and the Department of Audit review the WDE401 to ensure correctness in reporting and perform a crosscheck with the other School Foundation forms in an effort to ensure consistency in the district's data. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. The WDE401 collection is meant to be used by WDE and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE401 data collection. District staff will be able to review and edit data before certifying the WDE401 collection. The WDE401 will be collected through the Data Collection Suite (DCS) system.

School Districts are required to submit a variety of data collections each year. The data collected by the WDE is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress, and special education programs.

WDE 401 Authority
The authority that allows the WDE to collect data for the WDE401 collection is listed below:

- Wyoming Statute § 21-2-203
- Wyoming Statute § 21-3-110(a)(v)
- Wyoming Statute § 21-2-501
- WDE Rules and Regulations; Chapters 7 and 8

Collection Schedule

Collection Due Date: August 13, 2018
Collection Window: July 1, 2018 through August 13, 2018

It is highly recommended each district upload their data prior to the due date to ensure that data can be certified before the deadline.

Instructions
The WDE401 is a Microsoft Excel based collection that is submitted to WDE for reimbursement by completing and uploading the Excel form or completing the webform through DCS. To complete this webform process follow these steps:
Accessing the WDE401 Collection

1. Go to the Data Collection Suite – Forms Inventory page (https://edu.wyoming.gov/data/dcs/).
2. Click the Data Submission Log In link in the upper right hand corner of the page.

3. Once logged in to the secure website, you need to click the Forms tab. After clicking the forms tab you will be prompted to sign in using your Fusion username and password.

4. Select WDE401-Reimbursable Special Education Expenditures Report from the collection dropdown list.
5. Select the correct Collection Due Date and Submissions from the drop down lists.
6. Click the Enter Data button.

Note: For Submissions you can either start a new one or pick an existing one.
Completing the WDE401 Webform Application

Forms, Uploads, Submissions, Tracking, Collections, Admin, Support and Logout (located in the black header bar) are tabs that allow you to navigate the DCS site. The Current Respondent box contains your district’s information and the Collection Information box contains the report due date and the WDE Steward’s information, in case you have problems. The Report Hyperlinks box contains links to your district’s bus information and this guidebook. Simply click on the link to access the information.

The WDE401 web application begins on the Other Expenses page. These tabs are part of your form navigation tools and are standardized at the top of each page, allowing you to efficiently navigate the form. You will need to enter or verify preloaded data on each tab to complete this report. Once all data has been entered, you will validate one last time before certifying your report. After your report has been certified, please make sure to download and print a copy of your final report.

Other Expenses Tab

The Other Expenses page requests information on various items. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

Guidance for reimbursable expenditures is found in Chapter 8 specifically:

- Chapter 8, Section 15 (b) “Reimbursement for expenditures incurred to provide special education programs and services to children with disabilities shall not duplicate any other reimbursement or revenue source used to offset district special education costs”. For example, general professional development costs are not allowable for reimbursement.
- Chapter 8, Section 15 (c), “Special education reimbursement shall be limited to those actual costs required to provide special education programs and services to children with disabilities. Imputed and/or indirect costs, such as those for utilities and other overhead, shall not be claimed”. For example, postage is not allowed to be allocated on a percentage basis.

Note: Districts are required to provide special education services to students in private schools or home schoolers in accordance with 34 CFR 300.132. They must calculate a proportionate share to spend for equitable services to these students in accordance with 34 CFR 300.133.

1. Enter data in the appropriate field and click Save at the bottom of the screen when finished.
2. **Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

![Staff Salary Benefits Time]

**Note:** The amounts from this page will not automatically populate on the **Summary** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

**Staff Tab**

On the navigation bar, click the **Staff** tab. The **Staff** page captures information on staff salary, benefits and time. [Chapter 8; Section 15 (d)] covers the allowable staff that can be claimed. Staff reported by the district in the previous year's WDE401 will be preloaded into the fields. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).
Note: Any column that has a box below the header allows you to sort or filter the data. Click the column header to sort, click the filter button to set your filters.

Salary:
- Salary should only be claimed for those staff who are directly involved in special education.
- In cases where a certified staff member splits duties between special education and general education (i.e. nurse, counselor, etc.) that staff member’s FTE should be less than 1 and be supported by “clear and continuous” documentation like a time and effort log {Chapter 8 Section 15 (d)(ii)}.
- State funded bonuses should not be included in salary amounts.

Benefits:
- Benefits claimed are only for those staff directly involved in special education; typical benefits include, retirement, health insurance, Social Security, Medicare, etc.
- Benefits funded through a separate appropriation (WDE109) are not allowed.
- For WDE109 claims, exclude both the employer and employee share. Claim only 12.69% of retirement contributions.
- Pursuant to W.S. 21-13-320(f), reimbursement expenditures for employee contributions to the Wyoming retirement system shall not exceed 5.57%.

Note: Any calculations to include or exclude specific portions of salary or benefits should be well documented for future reference.

In an effort to provide consistency between collections, the assignment codes on the WDE401 have been aligned with the assignment codes required by the WDE602 – WISE Fall School District Staff Member Collection and WDE652 – WISE Spring School District Staff Member Collection. These codes can also be found in the Reportable Combinations handout posted on the WISE website, http://portals.edu.wyoming.gov/WISE/sf-docs/fall-2016/602-652-reportable-combinations-version-6-1-2016

The special education job title Assignment Codes are as follows:
APE - Adaptive PE
RSA - Related Services Aide
SEA - SE Aide-Instructional
XAR - Arts
XAS - Alternate Content Standards (include Life Skills)
XAU - Audiologist
XCG - Civics and Government
XCL - Secretary/Clerical Staff
XCM - Case Manager, Non-Supervisory
XCO - School Counselor
XCS - Community Support Specialist
XDD - Educational Diagnostician
XDH - Deaf/Hard of Hearing Interpreter
XDN - Director, Non-Supervisory
To Add a Record

1. Click the New Staff Salary Benefits Time button.
2. Enter data in the appropriate fields:
   a. Certified Staff FTE is based on the contract of that staff member. Time is either reported as FTE or Hrs not both.
   b. Classified Staff Hrs or ESY Hrs Worked should be actual hours worked with special education students and not include paid legal holiday hours; however, salary and benefits for holidays can be claimed. All ESY staff time (certified, classified & administrators) should be reported here not FTE and as a separate record.
c. **Salary Chargeable Specific to Special Ed** and **Benefits Chargeable to Special Ed** should not include state funded bonuses or WDE109 claims.

d. The **Total** field sums the **Salary** and **Benefit** amounts automatically for you. This summation is not performed until you hit the *Validate* button, found in the upper right hand corner of the form.

3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

<table>
<thead>
<tr>
<th>Staff Salary Benefits Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> No special characters in data (e.g. $, %, or commas). Enter dollar amounts in currency format. Exclude any monies already received. Reimbursement for employee contributions to WRS shall not exceed 5.57% pursuant to W.S. 21-13-320(f) and 7.12% for employer contributions.</td>
</tr>
<tr>
<td><strong>Title:</strong> VISP Staff ID</td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
</tr>
<tr>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Assignment Code:</strong></td>
</tr>
<tr>
<td><strong>Certified Staff FTE:</strong></td>
</tr>
<tr>
<td><strong>Report time under FTE or Hours not both:</strong></td>
</tr>
<tr>
<td><strong>Do not include paid holiday hours. Holiday pay can be included in Salary Chargeable to Special Ed. Report ESY time here:</strong></td>
</tr>
<tr>
<td><strong>Certified Staff Has or ESY Has Worked:</strong></td>
</tr>
<tr>
<td><strong>Do not include paid holiday hours. Holiday pay can be included in Salary Chargeable to Special Ed. Report ESY time here:</strong></td>
</tr>
<tr>
<td><strong>Classified Staff Paid Holiday Hours:</strong></td>
</tr>
<tr>
<td><strong>Salary Chargeable to Special Ed:</strong></td>
</tr>
<tr>
<td><strong>This is the amount you are claiming for reimbursement. Exclude any State funded bonuses or monies already received.</strong></td>
</tr>
<tr>
<td><strong>Benefits Chargeable to Special Ed:</strong></td>
</tr>
<tr>
<td><strong>This is the amount you are claiming for reimbursement. Exclude any monies already received. Claim only 12.69% for retirement contributions.</strong></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
</tr>
</tbody>
</table>

**Equipment Tab**

On the navigation bar, click the **Equipment** tab. The **Equipment** page captures detailed information on equipment purchases, repairs and maintenance directly related to special education students. Equipment is defined in (Chapter 8; Sections 15 (b) & (e)). You will be able to add, edit or delete a record. This page will be blank until you add a record. After you have added a record the option to edit or delete it will appear. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

**To Edit a Record**

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

**To Delete a Record**

1. Click the **Remove** button next to the record you want to delete.

**Note:** The amounts from this page will not automatically populate on the **Summary** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.
The valid **Equipment Service Codes** are as follows:

**EQ** – Equipment

**ER** – Equipment Repair/Maintenance

i. **To Add a Record**
   1. Click the **New Equipment** button.
   2. Enter the **Vendor, Description, Vendor Address, City, State, Zip** and **Amount**.
   3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

ii. **To Edit a Record**
   1. Click the **Edit** button next to the record you want to edit.
   2. Make changes to data where needed.
   3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

iii. **To Delete a Record**
   1. Click the **Remove** button next to the record you want to delete.

**Note:** The amounts from this page will not automatically populate on the **Summary** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.
**Contracts Tab**

On the navigation bar, click the **Contracts** tab. The **Contracts** page captures information on special education contract services. Guidance for reimbursable contracts is provided in {Chapter 8; Section 15 (f)}. Contracts reported by the district in the previous year’s WDE401 will be preloaded for you. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

<table>
<thead>
<tr>
<th>Service Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Adaptive PE</td>
</tr>
<tr>
<td>AT</td>
<td>Assistive Technology</td>
</tr>
<tr>
<td>AU</td>
<td>Audiological Services</td>
</tr>
<tr>
<td>CS</td>
<td>Counseling (for students)</td>
</tr>
<tr>
<td>EI</td>
<td>Early Identification and Assessment</td>
</tr>
<tr>
<td>EQ</td>
<td>Special Equipment</td>
</tr>
<tr>
<td>EV</td>
<td>Evaluation</td>
</tr>
<tr>
<td>EY</td>
<td>Extended School Year Services</td>
</tr>
<tr>
<td>IS</td>
<td>In-State Placement</td>
</tr>
<tr>
<td>MS</td>
<td>Medical Services</td>
</tr>
<tr>
<td>OM</td>
<td>Orientation and Mobility</td>
</tr>
<tr>
<td>OS</td>
<td>Out-of-State Placement</td>
</tr>
<tr>
<td>OT</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>OY</td>
<td>Other</td>
</tr>
<tr>
<td>PC</td>
<td>Parent Counseling and Training</td>
</tr>
<tr>
<td>PS</td>
<td>Psychological Services</td>
</tr>
<tr>
<td>PT</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>RC</td>
<td>Rehabilitation Counseling</td>
</tr>
<tr>
<td>RE</td>
<td>Recreation (including Therapeutic Recreation)</td>
</tr>
<tr>
<td>SH</td>
<td>School Health Services</td>
</tr>
<tr>
<td>SL</td>
<td>Speech/Language Services</td>
</tr>
<tr>
<td>SU</td>
<td>Summer School Services</td>
</tr>
<tr>
<td>SW</td>
<td>Social Work Services</td>
</tr>
<tr>
<td>TR</td>
<td>Special transportation</td>
</tr>
<tr>
<td>TT</td>
<td>Training Travel</td>
</tr>
</tbody>
</table>

The valid **Contracts Service Codes** are as follows:

- AP - Adaptive PE
- AT - Assistive Technology
- AU - Audiological Services
- CS - Counseling (for students)
- EI - Early Identification and Assessment
- EQ - Special Equipment
- EV - Evaluation
- EY - Extended School Year Services
- IS - In-State Placement
- MS - Medical Services
- OM - Orientation and Mobility
- OS - Out-of-State Placement
- OT - Occupational Therapy
- OY - Other
- PC - Parent Counseling and Training
- PS - Psychological Services
- PT - Physical Therapy
- RC - Rehabilitation Counseling
- RE - Recreation (including Therapeutic Recreation)
- SH - School Health Services
- SL - Speech/Language Services
- SU - Summer School Services
- SW - Social Work Services
- TR - Special transportation
- TT - Training Travel
TV - Travel
VO - Vocational Services (Specially Designed)

i. To Add a Record
1. Click the New Contracts button.
2. Enter the Contractor, Service Description, Service Codes, Contractor Address, City, State, Zip Code, Service Begin Date, Service End Date, # of Students, WISER ID and Actual Cost. For Position, select either Supervisor or Clerical from the dropdown list.
   a. For Service Codes and State you can make your selection from the dropdown list.
   b. Enter Service Begin Date and Service End Date in this format (mm/dd/yyyy).
   c. If the # of Students is one (1), then you must enter that student's WISER ID in the WISER ID field.
3. Click Save. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

![Contracts Form](image)

ii. To Edit a Record
1. Click the Edit button next to the record you want to edit.
2. Make changes to data where needed.
3. Click Save. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

iii. To Delete a Record
1. Click the Remove button next to the record you want to delete

**Note:** The amounts from this page will not automatically populate in the Summary page until you click the Validate button. You can click the Validate button, located at the top right hand side of the form, at any time.
Tuition Revenues Tab
On the navigation bar click the Tuition Revenues tab. The Tuition Revenues page captures information on revenue received from other entities for tuition. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Staff</th>
<th>Equipment</th>
<th>Contracts</th>
<th>Tuition Revenues</th>
<th>Contract Revenues</th>
<th>Summary</th>
</tr>
</thead>
</table>

New Tuition Revenues for Students with Disabilities

Tuition Revenue Received From | In/Out State | # of Students | Amount
--- | --- | --- | ---

No records to display.

i. To Add a Record
1. Click the New Tuition Revenues for Students with Disabilities button.
2. Enter the Tuition Revenue Received From, select if the revenue was In or Out of State, # of Students and Amount.
3. Click Save. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

ii. To Edit a Record
1. Click the Edit button next to the record you want to edit.
2. Make changes to data where needed.
3. Click Save. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

iii. To Delete a Record
1. Click the Remove button next to the record you want to delete

Note: The amounts from this page will not automatically populate in the Summary page until you click the Validate button. You can click the Validate button, located at the top right hand side of the form, at any time.
**Contract Revenues Tab**
On the navigation bar, click the **Contract Revenues** tab. The **Contract Revenues** page captures information on revenue received from service contracts. You will be able to add, edit, or delete a record. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma). This tab looks and functions identical to the **Tuition Revenues** tab.

**Summary Tab**
On the navigation bar, click the **Summary** tab. The **Summary** page summarizes the total expenses from the other tabs and automatically populates those amounts here. The amounts from this page will not automatically populate until you hit the **Validate** button. The **Total Claim** is the amount your district will be reimbursed.

![Summary Table]

**Submitting the WDE401 Webform Application**
The final step in submitting the WDE401 webform to WDE is to **Validate** and **Certify**. After completing the form, you must validate one last time to ensure all errors were fixed and the report is ready to be certified. The WDE401 cannot be certified and submitted until all errors have been cleared.

**Validate**
1. Click the **Validate** button found at the top right hand side of the form.
   a. Either **Submission Valid** or **Submission Invalid Review Validation Report** will appear.
2. Click the green **Submission Invalid Review Validation Report** to see what errors still exist.

3. Click the carrot by the error listed to expand.
a. This error shows that in the **Staff Salary Benefits Time** page there is missing data in the **Certified Staff FTE** and **Classified Staff Hrs** fields.

4. Return to the pages that have the errors, correct them, and click **Validate** again. Repeat the process until you get the message **Submission Valid**.

**Certify**

Now that the form is valid, you are ready to **Certify**. Once a report is certified, it will be sent to WDE. WDE only receives data from certified submissions. You have the ability to make changes to your certified report until the collection closes. You can edit a certified report by selecting it instead of “start a new submission” from the **Forms** dropdown menu. This will decertify your current submission and you will need to **Validate** and **Certify** again.

1. Click the **Certify** button.
2. A new screen will pop up where you will click **Certify** again.
3. A message will pop up showing your status as certified, indicating your submission process is complete and you can move on to downloading your certified submission.
Downloading the WDE401

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Through the DCS Submissions tab, you will see all submissions for the WDE401. There are three status types: Prepared, Editing, and Certified. The Prepared submission, highlighted in gold, is preloaded with data by the WDE steward and made available at the beginning of a collection cycle to provide a snapshot of data from previous cycles. The Editing submission is the one you are working on. The Certified submission, highlighted in green, is the final report submitted to WDE and the one you should download and save. You can download any report in this list and save or print it at any time.

Accessing the Submissions Log
1. Click the Submissions tab.

3. Click the Download button by the submission you wish to download.

4. You will be prompted to open or save the file which mimics the webform.
Uploading the WDE401

You have the option to complete the WDE401 using the Microsoft Excel form instead of using the webform. To do this you will follow these steps:

1. Follow the Download steps to retrieve the submission file.
2. Enter data on the Excel worksheets and save it.
3. Click the Uploads tab.

4. Select the Collection, Collection Due Date, Submissions, and File Role in Submission from the dropdown lists.
5. Click the Select button to find and select your saved Excel file.
6. Click the Upload File button.
7. On the next screen, you should see that your file was uploaded. Under the Validation Results Summary, the system will tell you if your submission package has passed validation or if there are errors. Click the Validation Report to proceed to the next screen. Click the Validation Report button to see your errors.

8. Review and correct errors until submission is valid and no errors are shown.
   a. To do this you will need to make your corrections to your Excel form and go through the upload process again.
9. When you file is error free, you may click the Certify button.
10. Click **Certify** again to complete the submission of your report.

**Note:** If you upload to an existing file, it will overwrite what was previously saved.

**About DCS**

**Logging Out**
You can login and logout at any time. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you close the web browser or click the logout button.

**Support**
The Support page has many useful videos, tools, links and information that can help you. Click the **Support** button to go to the **Support** page.

Clicking the **Collection Summary** link under Resources provides you with a list of reports that are open and the status of that report. Clicking the **Download** button allows you to retrieve the reports listed.
### DCS Roles

The **Read** role allows users to review data but not edit or certify.

The **Edit** role allows users to review and edit data but not certify.

The **Certify** role allows users to review, edit and certify data.

To see what roles are assigned to you follow these steps:

1. Go to the **Support** page.
2. On the right hand side of the screen, under **Support Resources**, click the green label called **Current User Profile**.

#### Collection Submissions Summary

<table>
<thead>
<tr>
<th>Collection</th>
<th>Due Date</th>
<th>Submitter</th>
<th>Submit/Cert Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDE103 Reimbursable Pupil Transportation Expenditures Report</td>
<td>8/12/2016</td>
<td>Trystin District</td>
<td>2/24/2016 11:46 AM</td>
<td>Certified</td>
</tr>
<tr>
<td>WDE106 District General Fund Cash Flow Report</td>
<td>7/31/2016</td>
<td>Trystin District</td>
<td>2/12/2016 2:10 PM</td>
<td>Certified</td>
</tr>
<tr>
<td>WDE401 Reimbursable Special Education Expenditures Report</td>
<td>8/12/2016</td>
<td>Trystin District</td>
<td>3/1/2016 9:00 AM</td>
<td>Certified</td>
</tr>
<tr>
<td>WDE435 Instructional Facilitator Grant Application and Report</td>
<td>4/15/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### User Identity Claims

<table>
<thead>
<tr>
<th>Role</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fusion User</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE103 Certify</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE103 Certify Test</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE103 Edit</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE103 Read</td>
<td>Big Horn County School District #4</td>
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<tr>
<td>WDE109 Certify</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE109 Edit</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE109 Read</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE112 Certify</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE112 Edit</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE112 Read</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE401 Certify</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE401 Edit</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE401 Read</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE703 Certify</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE703 Edit</td>
<td>Big Horn County School District #4</td>
</tr>
<tr>
<td>WDE703 Read</td>
<td>Big Horn County School District #4</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

1. How much can we claim for retirement on the WDE401?
   a. Pursuant to W.S. 21-13-320(f), you can claim a total of 12.69% of retirement contributions made for staff claimed on the WDE401. If a staff member claimed on the WDE401 is a rehired retiree and you are paying a “fee” for them you may claim the full amount for that retiree.
      i. To calculate the reimbursable retirement amount: multiply the wages claimed on the WDE401 by 12.69%.

2. What if I have salary or benefits but no time to claim for a staff member who left the district early or adjustments were made after they left?
   a. WDE recognizes that adjustments happen after staff members leave. You may report that staff member’s salary and/or benefits with a “0” for hours and FTE. You may also report negatives for salaries and/or benefits if needed.

3. My staff totals on the excel form don’t match the webform?
   a. Dollar amounts must be entered in currency format. Check the amounts on your staff page to make sure there weren’t extra decimal places included when copying and pasting from your payroll file.

4. Why does ESY time need to be reported separately from regular SPED time?
   a. ESY time is not considered part of a certified teacher’s FTE contract calculation based on the Funding Model. To accurately account for time spent with students outside of the “normal” school year and not inflate the salary per FTE amounts you will need to report this time separately from the contract pay and under hours not FTE.

5. Can I upload one worksheet tab at a time so one person can be working on the webform while another is working in the excel form?
   a. No, you have to upload the entire excel form. If you start a submission using the webform and then upload the excel form to that submission it would overwrite the webform with the excel form’s data.
   b. You can download the excel form, complete the desired tabs, upload the excel form, select that submission from the forms tab and finish completing the WDE401 through the webform.

6. I have uploaded an excel form and tried to correct my errors in the webform but it won’t validate?
   a. If this happens, correct the errors in the excel form and then upload it again.

7. Who do I contact with WDE401 questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.
8. Who do I contact with submission questions?
   
a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

9. Who do I contact regarding Usernames and Passwords?
   
a. Contact your district’s fusion administrator.
   
b. If further help is needed, you may contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.