

FY25 Indirect Cost Data Collection

Overview

34 CFR § 75.561(b) Each State educational agency, on the basis of a plan approved by the Secretary, shall approve an indirect cost rate for each local educational agency that requests it to do so.

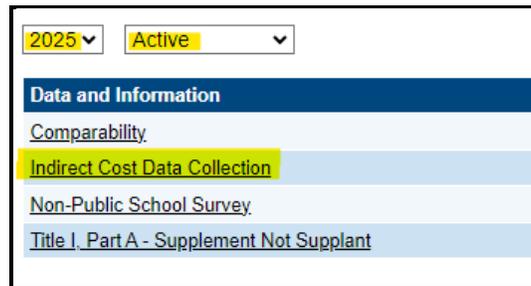
Indirect Cost Data Collection Tool in ePlan

The required data from the LEA is submitted through ePlan. The data collection tool will open in ePlan on **Friday, March 15, 2024**, and must be completed and submitted by **Friday, March 29, 2024**. The **LEA Fiscal Representative** will have access to submit the report.

The report can be found in [ePlan > Data and Information > 2025 > Active > Indirect Cost Data Collection](#).

Instructions

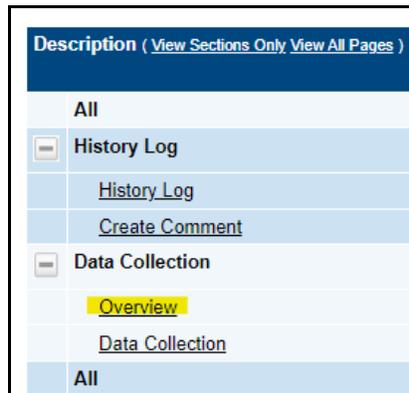
Step 1: Data and Information > 2025 > Active > Indirect Cost Data Collection



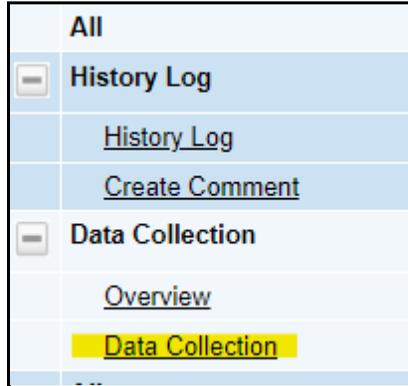
Step 2: At the top of the page, click *Draft Started*



Step 3: Review the **Overview Page**. Please read this page for important information. A link to a technical assistance guide is in the resources section at the bottom of the overview page.



Step 4: Complete the **Data Collection**.



Directions for Completing the Data Collection:

1. Enter the total benefits for the attendance director(s).
2. Enter the Workers Compensation Clerical Rate.
 - Please check with your workers compensation insurance provider to confirm your clerical rate for FY24.
 - The rate must be entered to the fourth decimal. Ex: 1.45% would be entered as .0145.
3. For LEAs in the top ten of ADMs in the state, click on the “+” to open this section and complete the requested information.
 - The fields in this section will only be available to those LEAs in this category.
4. For LEAs with a non-centralized cafeteria during FY24, click on the “+” to open this section and complete the requested information.
 - The fields in this section will only be available to those LEAs in this category.

Indirect Cost Data Entry	
Attendance Director Benefits	* \$ <input type="text"/>
Workers Compensation Clerical Rate - Enter in 0.00xx format. (i.e., 4 decimal places)	* <input type="text"/>
<input type="checkbox"/> Is this LEA in the top ten of ADMS in the State?	
<input type="checkbox"/> Did the LEA have a Non-Centralized Cafeteria during 2023-24?	

Step 5: After completing the Data Collection, return to the **Indirect Cost Data Collection Sections** page of the tool.

Step 6: Change status to **LEA Fiscal Representative Draft Completed**

Completion of Step 6 completes the data collection process.

Contact

For questions related to the Indirect Cost Data Collection tool, please contact your regional finance consultant.