

Excess Cost Reimbursement User Manual



FY 2023 REPORTING

December 2023



**Department of
Education &
Workforce**

Table of Contents

INTRODUCTION AND GENERAL INFORMATION	3
<i>Procedures</i>	<i>4</i>
OVERVIEW OF EXCESS COST SUBMISSION AND REVIEW	5
<i>Which Roles Can Change an Application Status?.....</i>	<i>7</i>
<i>Available Actions Depending on Status</i>	<i>8</i>
EXCESS COST SCHOOL-AGE SPREADSHEETS.....	9
<i>School-Age Per Capita and Specific Student.....</i>	<i>9</i>
<i>School-Age Spreadsheet</i>	<i>9</i>
<i>School-Age Instructions.....</i>	<i>10</i>
<i>School-Age Applications: Per Capita and Specific Student.....</i>	<i>11</i>
EXCEL SPREADSHEET FOR PRESCHOOL, JVSD AND DD STUDENTS	12
<i>Non-School-Age Spreadsheet</i>	<i>12</i>
<i>non-school-age instructions.....</i>	<i>12</i>
<i>Preschools</i>	<i>13</i>
<i>Joint Vocational School Districts.....</i>	<i>13</i>
<i>Boards of Developmental Disabilities</i>	<i>14</i>
ACCESSING THE EXCESS COST PROGRAM	14
CREATING NEW EXCESS COST APPLICATIONS	17
REVIEWING NEW APPLICATIONS	19
APPLICATIONS WITH DATA ISSUES STATUS	20
TOTAL COST TAB.....	21
<i>Per Capita (school-age applications only).....</i>	<i>21</i>
<i>Specific Student.....</i>	<i>21</i>
<i>Instructions for Specific Student Cost Calculations</i>	<i>23</i>
<i>Preschool, JVSD, DD</i>	<i>26</i>
RELATED SERVICES (ALL APPLICATION TYPES)	26
APPLICATION TAB (ALL APPLICATION TYPES)	27
EXCESS COST CERTIFICATION TAB	27
<i>CERTIFICATION FOR C, D, J, P, T, W.....</i>	<i>28</i>

<i>CERTIFICATION FOR 9, B AND G</i>	<i>28</i>
<i>Certification for Preschool.....</i>	<i>28</i>
<i>Certification for JVS.....</i>	<i>29</i>
<i>Certification for DD</i>	<i>29</i>
DOCS TAB (ALL APPLICATION TYPES)	29
<i>Export Document for Multiple Students</i>	<i>32</i>
<i>Import Documents from Other Students</i>	<i>33</i>
COMMENTS/HISTORY TAB (ALL APPLICATION TYPES)	35
SUBMITTING APPLICATIONS.....	35
<i>Treasurer and Superintendent Roles</i>	<i>36</i>
RESIDENT DISTRICT	36
APPLICATION READY TO BE APPROVED BY RESIDENT DISTRICT	37
APPLICATION CHANGED BY RESIDENT DISTRICT TO CORRECTION NEEDED	37
WHAT IF THE RESIDENT DISTRICT DOES NOTHING WITH A SUBMITTED APPLICATION?... 38	
APPLICATION CHANGED TO ODE ON HOLD	38
EDUCATING DISTRICT REVIEWS APPLICATION RETURNED BY THE RESIDENT DISTRICT .. 38	
RETURNED APPLICATION BEING RESUBMITTED.....	39
APPENDICES.....	39
<i>Educating District Eligible Student List Creation</i>	<i>40</i>
<i>Resident District Eligible Student List Creation.....</i>	<i>40</i>

Introduction and General Information

Under Ohio law, traditional public school districts, joint vocational school districts and boards of developmental disabilities are required or permitted to educate nonresident students with disabilities and receive state and local funding for those students. The funds a district receives typically are a combination of state foundation dollars, tuition, and excess cost.

Even though another district is educating a student with disabilities, the school district in which the student's natural parents reside may be responsible by court order or other provisions of the law to pay the cost of educating the student. In those cases, the educating district may be entitled to charge tuition and/or excess cost to the district of the parents' residence under Ohio Revised Code [3323.13](#) and [3323.14](#).

ORC 3323.13 sets forth the conditions under which the educating district can require the resident district to make payment to the educating district. Please note that while ORC 3323.14 does not specifically list these conditions, ORC 3323.13 refers to and includes ORC 3323.14 in listing them. Section C of 3323.13 states: The board of education of a district providing the education for a child shall be entitled to require payment from the district of residence under this section or section 3323.14 of the Revised Code only if the district providing the education has done at least **one** of the following:

- (1) Invited the district of residence to send representatives to attend the meetings of the team developing the child's individualized education program;**
- (2) Received from the district of residence a copy of the individualized education program or a multifactored evaluation developed for the child by the district of residence;**
- (3) Informed the district of residence in writing that the district is providing the education for the child.**

In addition, ORC 3323.14(A) requires the district of residence to pay the educating district excess costs provided there is a contract between the districts. There is an exception to this found in ORC 3323.14(B) that applies to a child who has been placed in a home as defined by ORC [3313.64](#). The exception states that the district of residence owes the excess cost to the educating district "regardless of whether the district of residence has entered into a contract with the district providing the services."

Excess cost is a sum of money the educating district may charge to the district of residence when the total cost to educate a student with a disability exceeds what the educating district received in state funding and/or tuition. Since excess cost and preschool tuition are based on the total cost of educating students, the filing for payment of excess cost/preschool tuition occurs after the end of the school year.

Procedures

Treasurers will have immediate access to the program, but personnel performing the role of “Data Entry – Excess Cost” must have that role assigned to them by the organization’s Ohio Educational Directory System (OEDS) administrator.

A list of students who are eligible for excess cost funding should be created. For additional guidance on how to create an eligible student list, refer to the [Appendices](#).

Excess cost applications for K-12 students in traditional school districts may be filed on either the per capita or specific student form. The same applies for Grade 23 students, who are students who have finished four years of high school but have disabilities and have chosen to defer diplomas until completing further educational opportunities indicated in their individualized education program (IEP). The decision to use the per capita or specific student form will be made by the educating district on a student-by-student basis. Calculation of excess cost on the per capita will be based on the average cost of educating students using year-end financial data submitted by the educating district through the Education Management Information System (EMIS). Those data automatically populate in the per capita form, and districts submitting that form will not be required to submit any additional data or documentation.

For any student who is open enrolled, in a special education co-op, attending under Title I or in an institutional placement by the student’s parent, the educating district should have sent the agreed-upon contracts entered into by the relevant boards of the districts at the time the district providing such special education accepts the child for enrollment. Students who were court placed do not require contracts. A court order serves as a contract and should have been sent to the resident district.

Districts and boards of developmental disabilities filing for preschool tuition (operating costs) must submit student applications on the non-school-age spreadsheet using the [instructions](#) in the manual.

Boards of developmental disabilities filing for school-age (K-12) excess cost must submit student applications on the non-school-age spreadsheet using the [instructions](#) in the manual.

Joint vocational schools filing for excess cost must submit student applications on the non-school-age spreadsheet using the [instructions](#) in the manual.

Prior to completing any of the excess cost forms, individual SSIDs and other required student information must be entered into a spreadsheet located on the [Forms and Program Information for Traditional Public Schools](#) page. After entering the student data, the spreadsheet must be uploaded to the excess cost program using the [instructions](#) in the manual.

If supporting documentation is required for a student application, the documentation must be uploaded to the online program.

After the educating district has completed the process for entering student data, costs and documentation and submitted that student's application for payment, the resident district responsible for paying the excess cost/preschool tuition will be notified by email of the submission and will have an opportunity to review the application and approve it. The resident district then can send it back for correction. Collaboration and cooperation between the educating and resident districts are essential for the success of the program. The role of area coordinators will be limited to certifying the state funds received by the educating district and providing assistance upon request of the districts involved.

Adequate time will be provided for districts to submit and review applications. Advance notice will be provided when a deadline has been established.

After an application has been submitted and approved and the 30-day approval period has ended, the transfer of excess cost from the resident district to the educating district will be included on the SFPR Statement of Settlement. The timing of the transfer will depend on the calendar submission dates set by Department staff members who process the twice-monthly SFPR payments. EMIS reports, which itemize by SSID the amount transferred between districts, will be provided to both the educating district and resident district.

After the payment has occurred, the Department will not make corrections if either district discovers an error in the amount, since both districts previously agreed that the submitted application and excess certification amounts were correct. Any payment/repayment of excess cost amounts must occur directly between the districts.

Area coordinators are available to assist districts and answer any questions during the submission and review process.

Overview of Excess Cost Submission and Review

1. To create an excess cost application, the educating entity uploads SSIDs and the resident district IRN into the system via spreadsheet.
 - a. There are two types of spreadsheets.
 - i. Non-school-age students
 1. Defined as either in a joint vocational school, board of developmental disabilities or preschool.
 2. Non-school-age student applications must be filed on specific student costs.
 - ii. School-age students
 1. Defined as any student **not** in a joint vocational school, board of developmental disabilities or preschool.
 2. School-age student applications can be filed on a per capita or specific student basis.
 - b. Applications successfully loaded will have a status of *Started*. Applications that do not successfully load will have a status of *Data Issue*. Please contact your area coordinator for assistance with applications with data issues.
 - c. For school-age students, educating districts are not required to include any costs on the student upload spreadsheet. Districts only need to include SSID and resident district IRN. The educating district IRN will be required to validate the spreadsheet.
 - d. For joint vocational school, board of developmental disabilities or preschool students, line-item costs initially must be included on the student upload spreadsheet. Once costs are loaded, they can be edited in the application.
2. The educating entity then goes into the system to review, edit, and submit its excess cost applications.
 - a. For joint vocational school, board of developmental disabilities or preschool students, the application will show the costs uploaded from the spreadsheet.
 - i. These non-school-age applications always are filed based on student-specific costs.
 - ii. All student-specific cost must have support documentation.
 - b. School-age student applications will first appear on a districtwide per capita basis.
 - i. Per capita costs automatically populate in the application from district General Fund year-end data. No changes can be made to per capita costs. Please note, a student with only a speech disability will not have any per capita special education teacher costs included in the application.
 - ii. If the educating entity wants to deviate from the per capita cost, it must first change the application type from “per capita” to “specific student.”
 - c. Once the application type is specific student, certain per capita cost items can be overridden to specific student costs.
 - i. All student-specific costs must be documented.

- ii. The educating entity will have the ability to change the following cost items:
 - 1. Special education teachers (salary and benefits);
 - 2. Instructional supplies and materials;
 - 3. Instructional equipment.
 - iii. All other cost items (regular education teachers, administration, operations support, staff support and pupil support costs) will remain on a per capita basis.
 - d. The educating entity can add related service costs to the student-specific application as well. When related service costs are added, the pupil support costs will be zeroed out unless the related service is transportation. In this case, operations support will be zeroed out.
 - e. The educating entity also can add contracted education program costs to a student-specific application. When contracted education program costs are added, all other cost items except administration will be zeroed out.
3. Districts will be able to assign persons with the data entry role that will allow them to upload SSIDs and edit applications. The data entry person can change the status to *District Reviewed*, which indicates the application is ready for the superintendent or treasurer to submit. Batch emails will be sent at the end of each day to notify superintendent and treasurers their applications are in *District Reviewed* status.
4. When ready, the educating entity submits the excess costs application, which gives the application a status of *Submitted*. If the excess cost amount is \$0, the application will have a status of *Not Eligible*.
- a. Only persons with superintendent or treasurer roles in OEDS will be able to submit applications.
 - i. Only one person, not both, needs to submit.
 - ii. Submitting the application substitutes for both treasurer and superintendent signatures.
 - b. Once submitted, the educating entity will not be able to make further edits.
 - i. If further edits are needed or the application was submitted in error, the educating entity must contact the area coordinator or resident district.
 - ii. The area coordinator or resident district can return the application for correction.
5. The resident district is responsible for reviewing and approving submitted applications. Area coordinators will not be reviewing excess cost applications. At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications submitted or resubmitted that day.
6. The resident district should review submitted applications and do one of three things:
- a. Approve the application, which changes status to *Approved*. Only persons with superintendent or treasurer roles in OEDS will be able to approve applications. Those with the data entry role cannot approve applications.
 - b. Return the application for correction, which changes its status to *Correction Needed*.

- i. Only persons with superintendent or treasurer roles will be able to return applications. Those with the data entry role cannot return applications.
 - ii. If the resident district returns the application, the system will require a comment.
 - iii. At the end of the day, the educating entity will receive an email listing the SSIDs of all applications that were returned for correction. Note: It is recommended districts check the system frequently for applications in *Correction Needed* status.
- c. Do nothing and let the system approve the application.
 - i. If the resident district does not act within 30 calendar days of the application being submitted, the system automatically will approve the application on the auto-approve date located at the top of the TOTAL COST tab.
 - ii. The resident district will receive emails both 10 days and five days prior to the system automatically approving an application.
- 7. The educating district should review applications returned by the resident district.
 - a. At the end of the day, the educating entity will receive an email listing the SSIDs of all applications that were returned for correction. The educating district is encouraged to work with the resident district to resolve any concerns or issues with the application, but they also may contact an area coordinator for assistance.
 - b. The educating district *may* edit and attach supporting documents to returned applications but *must* resubmit them to get paid.
 - i. Resubmitting the application changes the status back to *Submitted*.
 - ii. SSIDs of resubmitted applications will be included on the batch email going to the resident district.
 - iii. Resubmitted applications will be automatically approved 30 days after the most recent submission date.
 - c. The educating district will have the ability to withdraw the application.
 - d. If the two districts cannot resolve the issue, the district will need to contact its area coordinator.
- 8. If a returned application is resubmitted, the resident district has the same three choices as in Step 6.
 - a. Within the 30-day window, applications can be returned and resubmitted any number of times.

Which Roles Can Change an Application Status?

Status	Data Entry	Treasurer/Superintendent	Resident District	Department of Education and Workforce
<i>Started</i>	<i>District Reviewed or Withdrawn</i>	<i>Submit or Withdrawn</i>	Cannot Change	<i>Withdrawn</i>
<i>Not Eligible</i>	<i>District Reviewed or Withdrawn</i>	<i>Submit or Withdrawn</i>	Cannot Change	Cannot Change
<i>Withdrawn</i>	<i>Started</i>	<i>Started</i>	Cannot Change	Cannot Change
<i>District Reviewed</i>	<i>Started or Withdrawn</i>	<i>Submit or Withdrawn or Start</i>	Cannot Change	<i>Withdrawn</i>
<i>Submit</i>	Cannot Change	Cannot Change	<i>Approved or Auto-Approved or Correction Needed</i>	<i>Approved or Correction Needed or ODE On Hold</i>
<i>Correction Needed</i>	<i>District Reviewed or Withdrawn</i>	<i>Submit or Withdrawn</i>	Cannot Change	<i>Withdrawn</i>
<i>ODE On Hold</i>	N/A	N/A	N/A	<i>Approved or Correction Needed</i>
<i>Approved</i>	N/A	N/A	Correction Needed	<i>ODE On Hold or Correction Needed</i>
<i>Data Issue</i>	<i>Withdrawn</i>	<i>Withdrawn</i>	N/A	<i>Started or Withdrawn</i>

Available Actions Depending on Status

Status	Possible Actions	New Status
Started	Edit and review the application Edit and submit the application Withdraw the application	<i>District Reviewed</i> <i>Submitted/Not Eligible</i> <i>Withdrawn</i>
Not Eligible	Edit and review the application Edit and submit the application Withdraw the application	<i>District Reviewed</i> <i>Submitted/Not Eligible</i> <i>Withdrawn</i>
Withdrawn	Restart the application	<i>Started</i>
District Reviewed	Edit and submit the application Withdraw the application Restart the application	<i>Submitted/Not Eligible</i> <i>Withdrawn</i> <i>Started</i>
Submitted/Resubmitted	Approve the application Return the application for correction Put the application on hold	<i>Approved</i> <i>Returned for Correction</i> <i>Department On Hold</i>
Correction Needed	Edit and review the application Edit and submit the application Withdraw the application	<i>District Reviewed</i> <i>Submitted/Not Eligible</i> <i>Withdrawn</i>
Approved	Put the application on hold Return the application for correction	<i>Department On Hold</i> <i>Correction Needed</i>
Data Issue	Edit and start the application Withdraw the application	<i>Started</i> <i>Withdrawn</i>

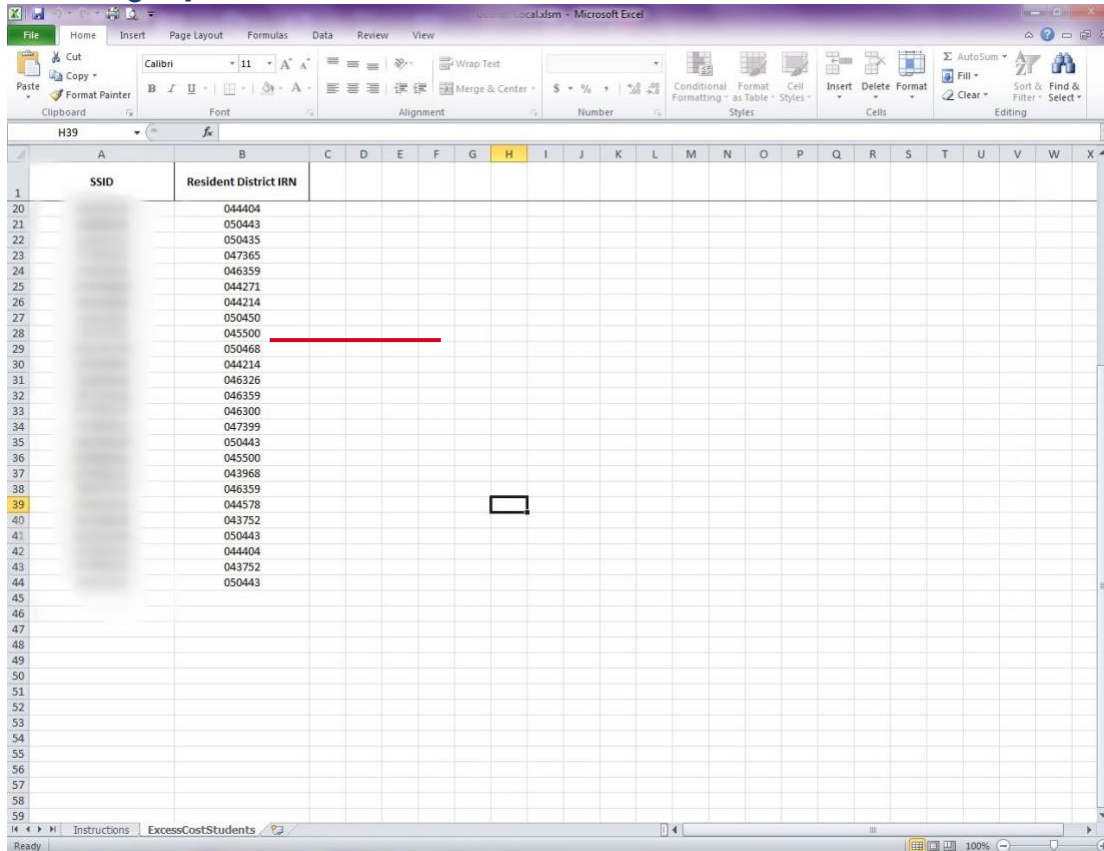
Excess Cost School-Age Spreadsheets

Screenshots are for reference only. Some screenshots will display past fiscal years, but the content of the screenshots has not changed.

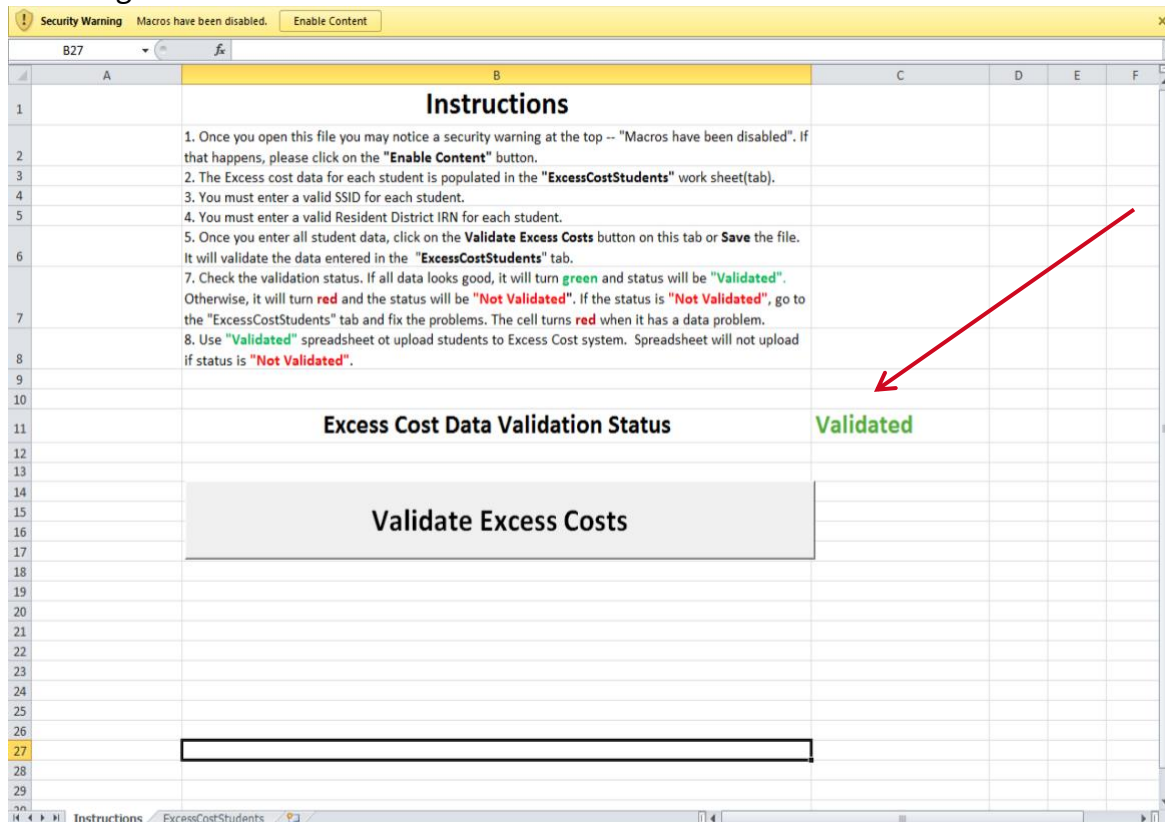
School-Age Per Capita and Specific Student

- Spreadsheets are available on the [Forms and Program Information for Traditional Public Schools page](#).
- Choose the [School-Age Spreadsheet](#) for EMIS Status **C, D, J, P, T, W, 9, G and B**. For joint vocational school, board of developmental disabilities or preschool students, use the [non-school age spreadsheet](#).
- When opening the spreadsheet, be sure to click Enable Content.
- After entering student data, *Validate* the spreadsheet by clicking the INSTRUCTIONS tab. **The educating district IRN must be entered, then click the Validate Excess Costs button.**
- After clicking the Validate Excess Costs button, if the word “Validated” turns green, your spreadsheet is acceptable. If it turns red, check the instructions on the Instructions tab to troubleshoot the data on the spreadsheet.
- Be sure to name and save the spreadsheet in a location on your computer where you will be able to find it when you are ready to upload the spreadsheet into the program online.
-

School-Age Spreadsheet



School-Age Instructions



School-Age Applications: Per Capita and Specific Student

Excess cost applications are to be completed by the school district of attendance (educating district), which may submit either the per capita application or specific student application (but not both) for any student.

The excess cost application is to be used to calculate excess cost for nonresident pupils enrolled in classes for special education instruction of children with disabilities in accordance with Section 3323.14 of the Ohio Revised Code.

The excess cost shall be charged to the legal district of residence (resident district) for such pupils. Excess cost may be charged for open enrollment, nonresident special education cooperatives, court-placed, institutional-placed (by court or parent) and nonresident Title I students.

No contract is required between the educating and resident districts for court-placed students. Contracts are required for all other students.

Court-placed, institutional-placed and Title I (EMIS Status C, D, J, P, T, W) student data should have been submitted in the ODDEX Tuition Module prior to submitting for excess cost, and the default for excess cost certification will be the year-end special education FTE. As a result, the excess cost certification calculation will deduct the special education tuition that was paid (or should have been paid) for the total FTE enrolled. If the educating district misses the ODDEX tuition deadline, it will need to direct bill the district of residence to receive payment for tuition.

Open enrolled and special education cooperative students (EMIS Status 9, G, B) are not included or permitted for special education tuition but may be submitted for excess cost reimbursement. Include a copy of the signed contract that was sent by the educating district to the resident district.

School districts providing special education to these disabled pupils and submitting excess cost applications are not to bill the financially responsible district directly. The adjustment will be made by the Office of Budget and School Funding by crediting the educating district and deducting the same amount from the resident district on the SFPR Statement of Settlement.

Excel Spreadsheet for Preschool, JVSD and DD Students

Screenshots are for reference only. Some screenshots will display previous fiscal years, but the content of the screenshots has not changed.

- Spreadsheets are available on the [Forms and Program Information for Traditional Public Schools](#) page.
- When opening the spreadsheet, be sure to click “Enable Content.”
- After entering student data, *Validate* the spreadsheet by clicking the INSTRUCTIONS tab. **The educating district IRN must be entered, then click the Validate Excess Costs button.**
- After clicking the Validate Excess Costs button, if the word “Validated” turns green, the spreadsheet is acceptable. If it turns red, check the instructions on the Instructions tab to troubleshoot the data on the spreadsheet.
- Be sure to name and save the spreadsheet in a location on your computer where you will be able to find it when you are ready to upload the spreadsheet into the program online.

Non-School-Age Spreadsheet

This spreadsheet will be used for applications to report students from preschool, joint vocational schools, and boards of developmental disabilities.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	SSID	Resident District ID#	Special Education Teacher Salary & Benefits	Regular Teacher Salary & Benefits	Instructional Supplies & Materials Costs	Instructional Equipment Costs	Administrative Costs	Operations Support Costs	Staff Support Costs	Pupil Support Costs	Related Services: Transportation	Related Services: Physical Therapy	Related Services: Occupational Therapy	Related Services: Speech	Related Services: Other	Contracted Education Program	Total Costs	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
32																		
33																		
34																		
35																		
36																		
37																		
38																		
39																		
40																		
41																		
42																		
43																		
44																		
45																		
46																		
47																		
48																		
49																		
50																		
51																		
52																		
53																		
54																		
55																		
56																		
57																		
58																		
59																		
60																		
61																		
62																		
63																		
64																		
65																		
66																		
67																		
68																		
69																		
70																		
71																		
72																		
73																		

NON-SCHOOL-AGE INSTRUCTIONS

	A	B	C	D	E	F
1		Instructions				
2		1. Once you open this file you may notice a security warning at the top -- "Macros have been disabled". If that happens, please click on the "Enable Content" button.				
3		2. The Excess cost data for each student is populated in the "ExcessCostStudentSpecific" work sheet(tab).				
4		3. You must enter a valid SSID for each student.				
5		4. You must enter a valid Resident District IRN for each student.				
6		4. If a student does not have cost in a specific expense category, you can enter either zero or keep it blank. Cost must be numeric and cannot be negative. Do not put \$ sign in the cell.				
7		5. Total cost is calculated by the system. A student must have total cost more than zero. If you have a student whose total cost is zero, delete that student record.				
8		6. Once you enter all student data, click on the Validate Excess Costs button on this tab or Save the file. It will validate the data entered in the "ExcessCostStudentSpecific" tab.				
9		7. Check the validation status. If all data looks good, it will turn green and status will be "Validated". Otherwise, it will turn red and the status will be "Not Validated". If the status is "Not Validated", go to the "ExcessCostStudentSpecific" tab and fix the problems. The cell turns red when it has a data problem.				
10		8. Use "Validated" spreadsheet or upload students to Excess Cost system. Spreadsheet will not upload if status is "Not Validated".				
11						
12						
13		Excess Cost Data Validation Status	Validated			
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

Preschools

In previous years, preschool excess cost has been charged pursuant to ORC 3323.14, but that section of the revised code only applies to school-age students. A school district or board of developmental disabilities educating a nonresident preschool child may charge tuition (operating costs) to the district of residence pursuant to [ORC 3317.08\(B\)](#), which prescribes how tuition is to be calculated. Since the calculation is similar to that used for calculating excess cost, preschool tuition (operating costs) will remain a part of the submission process for excess cost but will be referred to as tuition.

For total cost to be calculated correctly, preschool students **must be reported by FTE**, not head count.

The educating district and resident district are encouraged to execute a contract prior to initiating special education services.

School districts and boards of developmental disabilities providing education to preschool nonresident pupils with disabilities are to **bill directly** the district of residence after the application has been approved. There is no provision in law permitting a transfer of preschool

tuition in the Statement of Settlement. The excess cost Certification tab can be printed to assist educating districts with the direct bill processes.

Joint Vocational School Districts

An excess cost application may be submitted by the joint vocational school district that has provided educational services to resident district or community school students with disabilities pursuant to [ORC 3317.16\(C\)](#), which states: *(1) For each student with a disability receiving special education and related services under an individualized education program, as defined in section [3323.01](#) of the Revised Code, at a joint vocational district, the resident district or, if the student is enrolled in a community school, the community school shall be responsible for the amount of any costs of providing those special education and related services to that student that exceed the sum of the amount calculated for those services attributable to that student under division (A) of this section.*

The excess cost shall be charged to the resident district as defined in ORC 3317.16(G)(2) (the district the child is entitled to attend under ORC 3313.64 and [ORC 3313.65](#)) or community schools as defined in section 3317.16(G)(1) (community schools established under [ORC 3314](#)). Excess cost for a student with disabilities attending a joint vocational school district through open enrollment will be charged to the district of residence of the child's parents.

A contract for open enrolled students should be executed between the joint vocational school district and resident district or community school prior to initiating special education services.

Since the online excess cost program does not transfer approved excess cost payments between traditional public districts and/or community schools and joint vocational school districts, after the excess cost application has been approved, the educating joint vocational school district must **directly bill** the financially responsible district. The certification tab may be used as an invoice.

Boards of Developmental Disabilities

An excess cost application may be submitted by a board of developmental disabilities providing educational services to nonresident students with disabilities pursuant to ORC 3323.14 and [ORC 3323.142](#). Excess cost may be charged by a board of developmental disabilities only under the circumstances described in ORC 3323.142, which states: *When a school district places or has placed a child with a county board of developmental disabilities for special education, but another district is responsible for tuition under section 3313.64 or 3313.65 of the Revised Code and the child is not a resident of the territory served by the county board of developmental disabilities, the board may charge the district responsible for tuition with the educational costs in excess of the per pupil amount received by the board under Chapter 3317. of the Revised Code*

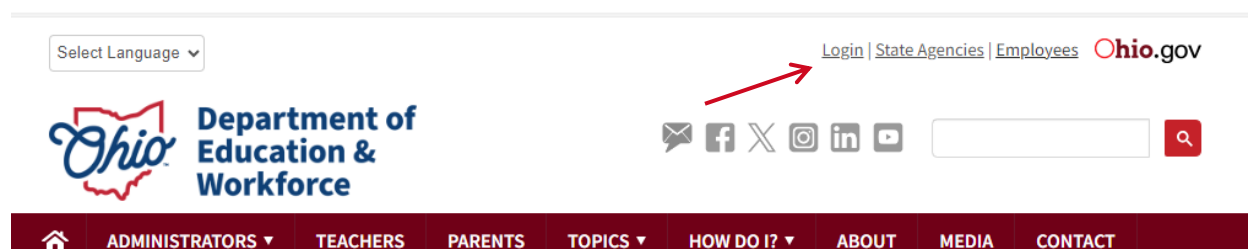
The contract should be executed between the educating board of developmental disabilities and district of residence prior to initiating educational services.

Since the online excess cost program does not transfer approved excess cost payments between traditional public districts and/or community schools and county board of developmental disabilities, after the excess cost application has been approved, the educating board of developmental disabilities must **directly bill** the financially responsible district.

Accessing the Excess Cost Program

Logging in Through the OH|ID Portal

Users can access the online excess cost program through the [OH|ID portal](#). Users also can access the OH|ID portal by clicking the Login link located at the top of the **Department's homepage**. Note: Users must already have a OH|ID account prior to being able to sign in. Superintendents and treasurers automatically have access to the program. They can assign a data entry role to an additional person.



After clicking the *Login* link, the user should be on a screen with the box shown below. Select the appropriate option and then enter your OH|ID username and password and click the **Log In** button.

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

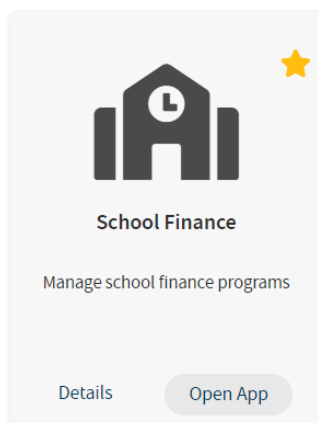
<p>A teacher, superintendent, parent, or other customer of the Department of Education:</p> <p>The SAFE portal has now been integrated with OH ID. In order to access your existing SAFE applications, please click the button below to access the new OH ID platform.</p> <p>Important: Your SAFE credentials will not work in the OH ID platform.</p> <p>Please create a new OH ID account if you do not already have one.</p> <p>OH ID PORTAL</p> <p>Need Help? Visit the Department of Education OH ID Portal Help webpage for information on how to access and navigate the OH ID portal.</p>	<p>An employee of the Department of Education:</p> <p>The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.</p> <p>MYOHIO PLATFORM</p>
---	---



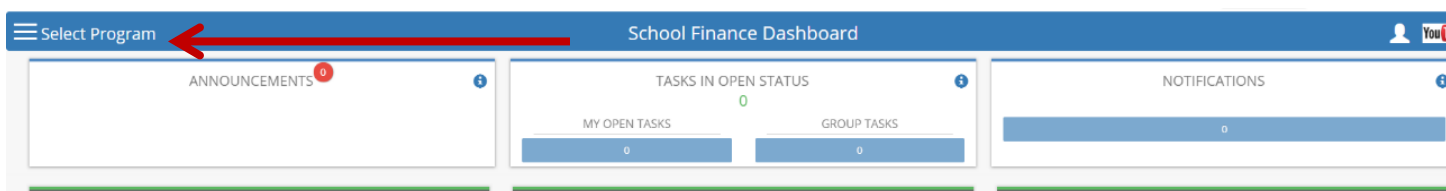
Username:

Password

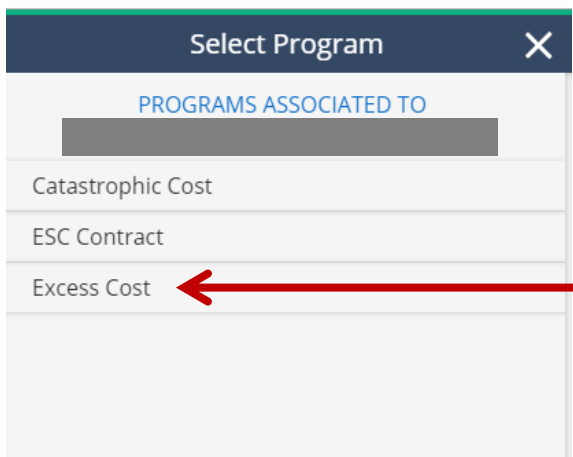
Next, click Launch the OH|ID App Store. Find the School Finance app from your list of applications and click Go to Site. Then, click to Launch the app.



You will be directed to the School Finance Dashboard. To access the excess cost program, click on Select Program next to the horizontal lines.



Click Excess Cost from the list of programs.



The system will direct you to the School Finance Application Search screen shown below. If you are linked to more than one district in OEDS, you will be asked to select a district.

Module: Student
Program Selected: Excess Cost

School Finance Application Search

Application Period: Excess Cost FY 2018
SSID:
Application ID:
Fatal Flags: All
Application Type: All
Submitted Start Date:
Submitted End Date:
Sort Order: Date Submitted

Area Office: School Finance Area Coordinator 03
County: All
View As: ☒ Educating District ☐ Residency District
Educating District IRN:
Educating District:
Residency District IRN:
Residency District:

Excess Cost Status

Approved
Correction Needed
Data Issue
Educating District Reviewed
Not Eligible
ODE On Hold
Started
Submitted
Withdrawn

Q Search Reset

Select appropriate view

Creating New Excess Cost Applications

To create a student application, you will need to import students using the [School-Age Student Upload Spreadsheet](#) or the [Non-School-Age Student Upload Spreadsheet](#) found on the [Forms and Program Information for Traditional Public Schools](#) page. You MUST use the most current spreadsheet and the spreadsheet MUST be *Validated* for the students to load into the system.

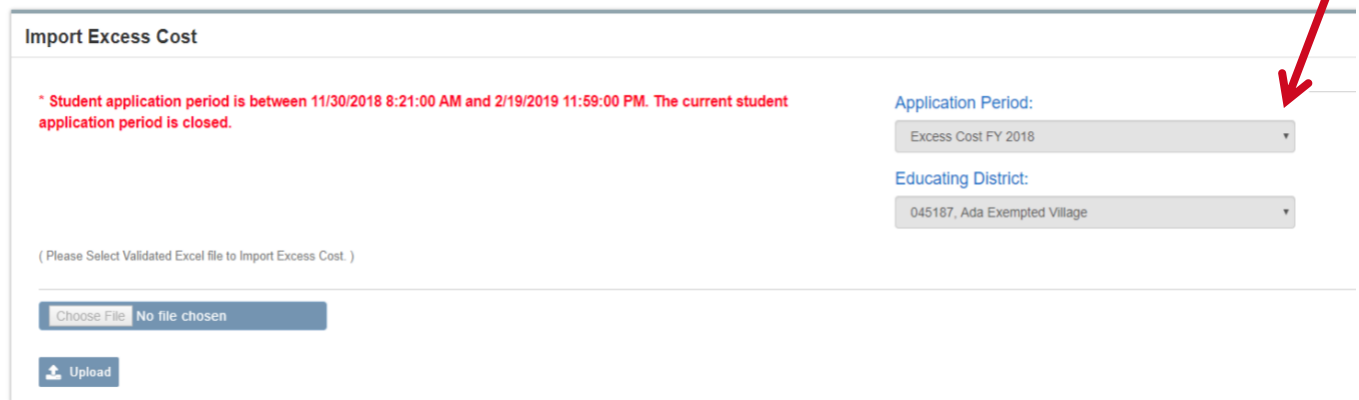
To upload this spreadsheet, start by pointing to Student at the top of the page and clicking on New School Finance Application from the drop-down list.

DASHBOARD STUDENT FINANCE USER MANUALS AND FORMS

- » Search School Finance Application
- » New School Finance Application
- » EMIS Student Search
- » Task Management

Module: Student
Program Selected: Excess Cost

The screen below will appear. Make sure the appropriate application period and educating district are selected.



Import Excess Cost

* Student application period is between 11/30/2018 8:21:00 AM and 2/19/2019 11:59:00 PM. The current student application period is closed.

Application Period:
Excess Cost FY 2018

Educating District:
045167, Ada Exempted Village

(Please Select Validated Excel file to Import Excess Cost.)

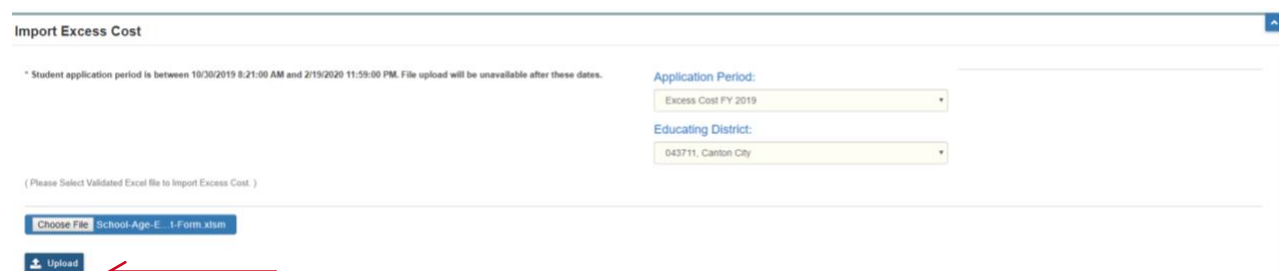
Choose File No file chosen

Upload

Click on Choose File to browse your computer. Find and select the spreadsheet you want to upload and click Open.



Once the document is showing in the box, click Upload to upload students from the spreadsheet.



Import Excess Cost

* Student application period is between 10/30/2019 8:21:00 AM and 2/19/2020 11:59:00 PM. File upload will be unavailable after these dates.

Application Period:
Excess Cost FY 2019

Educating District:
043711, Canton City

(Please Select Validated Excel file to Import Excess Cost.)

Choose File School-Age-E... Form.xlsx

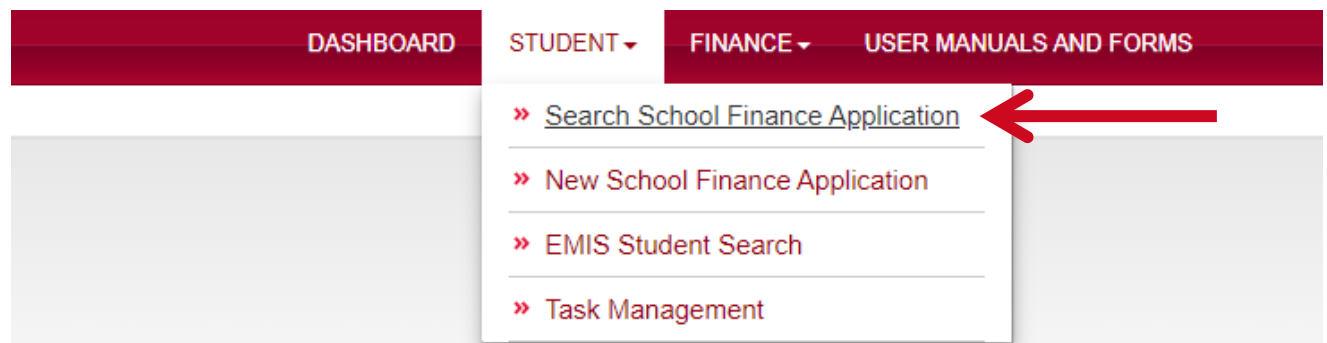
Upload

After processing is complete, the page below will appear. In the Upload Status box, the Total Students Uploaded and Records Processed should be equal if all applications were uploaded with no problems. The number of records not processed should be 0. If you have a number listed for not processed applications, they will be uploaded but have a status of *Data Issue*.

Import Excess Cost Upload Summary
Total Students Uploaded: 0
Records Processed: 0
Records with data issues: 0

Reviewing New Applications

To begin reviewing applications, users first will need to access the Search School Finance Application page. If you are not already on the application search page, click Student at the top of the page and then Search School Finance Application from the drop-down menu. The search page is used to list student applications associated with the district. Then, select specific applications to view and/or edit.



To view all student applications, click the Search button without entering any search criteria.

The image shows the 'School Finance Application Search' page. It features a search form with various filters on the left, including Application Period, SSID, Application ID, Fatal Flags, Application Type, Submitted Start Date, Submitted End Date, and Sort Order. On the right, there are fields for Area Office, School Finance Area Coordinator, County, View As, Educating District IRN, and Residency District IRN. A 'Search' button is highlighted with a red box at the bottom left. On the far right, there is a table titled 'Excess Cost Status' with a list of statuses: Approved, Correction Needed, Data Issue, Educating District Reviewed, Not Eligible, ODE On Hold, Started, Submitted, and Withdrawn.

Below are search results showing all applications for the district. Twenty applications will appear per page. At the top, use the Next 20 Results, Previous 20 Results and Go to buttons to navigate between pages. To view the details of a specific application, click the Details button under the Details column.

Search Results											
Returned 2338 results.											
Export Search Results Go to page <input type="text" value="1"/> of 117 NEXT 20 RESULTS >											
FILTER: <input type="text"/>											
SSID	APP ID	APP PERIOD	EDUCATING DISTRICT	RESIDENCY DISTRICT	STATUS	APPLICATION TYPE	DATE SUBMITTED	COST TO EDUCATE	EXCESS COST AMOUNT	AMOUNT PAID	DETAILS
US1379872	510505	Excess Cost FY 2018	045500 Milford Exempted Village	043752 Cincinnati Public Schools	Approved	Specific Student	02/05/2019	\$32,277.67	\$19,272.61	\$19,272.61	Details
BU5082661	518629	Excess Cost FY 2018	071159 Shelby County Board of DD	044107 Hamilton City	Approved	DD	02/05/2019	\$202.59	\$0.00	\$0.00	Details
TV1812462	519165	Excess Cost FY 2018	043752 Cincinnati Public Schools	046151 Talawanda City	Approved	Per Capita	02/01/2019	\$7,210.73	\$0.00	\$0.00	Details
KS3298900	519171	Excess Cost FY 2018	043752 Cincinnati Public Schools	047365 Northwest Local	Approved	Specific Student	02/01/2019	\$8,563.85	\$0.00	\$0.00	Details
XL9709756	521524	Excess Cost FY 2018	044214 Lebanon City	043844 Dayton City	Approved	Pre School	02/01/2019	\$5,676.72	\$3,677.49	\$0.00	Details
UY2809992	513631	Excess Cost FY 2018	043752 Cincinnati Public Schools	044271 Loveland City	Approved	Per Capita	02/01/2019	\$6,345.44	\$0.00	\$0.00	Details
WF1080914	519932	Excess Cost FY 2018	043844 Dayton City	044404 Middletown City	Approved	Per Capita	02/01/2019	\$15,143.31	\$0.00	\$0.00	Details
UI7710922	506354	Excess Cost FY 2018	047761 Oak Hill Union Local	046359 West Clermont Local	Approved	Specific Student	02/01/2019	\$9,525.66	\$0.00	\$0.00	Details
FU4150221	519177	Excess Cost FY 2018	043752 Cincinnati Public Schools	047399 Three Rivers Local	Approved	Per Capita	02/01/2019	\$7,210.73	\$0.00	\$0.00	Details

Applications can be filtered by entering specifics in any one of the available search criteria boxes, such as SSID, Submission Date, Application Type or Application Status. Districts also can search as the educating district or resident district. To view applications based on specific criteria, select one or more of the search criteria before clicking Search. For example, to view only applications placed in *Submitted* status by your district, select Submitted from the available excess cost statuses, then click the Search button. All applications in Submitted status should be listed. Districts may export search results by clicking the Export Search Results button. This will export all pages from the search results.

Applications with *Data Issues* status

When a district uploads an SSID into the excess cost system, an application is created. The system checks for five conditions before giving the application a status of *Started*.

1. Is the SSID found in EMIS?
2. Is there a valid disability condition associated with the SSID?
3. Is there a valid EMIS placement code associated with the SSID?
4. Is the educating district IRN associated with the SSID in EMIS?
5. Is the resident district IRN associated with the SSID in EMIS?

If the answer to any one of the above questions/conditions is no, the application will be given a *Data Issue* status and a fatal flag will be attached to the application that describes the type of data issue(s) found. The following are the fatal flags:

1. Fatal – SSID not found in EMIS (this flag cannot be removed).
2. Fatal – Valid disability condition not found in EMIS.
3. Fatal – Invalid EMIS placement code.
4. Fatal – Resident district **or** educating district not associated with SSID in EMIS.

All applications with a *Data Issue* status should be either withdrawn or corrected through the area coordinator before they can be changed to *Started* status. Both districts and area coordinators can withdraw applications with data issues. However, *only* the area coordinator can correct an application with a data issue and change its status to *Started*. ***It is the responsibility of the educating district to contact the area coordinator to address data issues.***

No application should remain in *Data Issue* status. Either withdraw the application or request assistance from your area coordinator to get the application into *Started* status. You will not be paid excess cost for any student remaining in *Data Issue* status.

If the application was included on the spreadsheet by mistake, the application must be withdrawn. To withdraw the application, open the TOTAL COST tab and, under the Actions heading, click the Withdraw button, which causes the Actions button to change to Start. However, you still will be unable to submit the application because the flags still are there.

If the correct student was on the spreadsheet but uploaded with a data issue, check the application for flags. If you believe your data are accurate and reflect EMIS data and the student is eligible for excess cost reimbursement, contact your area coordinator, who may, at his/her discretion, remove the flags and place the application in *Started* status. The area coordinator may request evidence or documentation to support your request to change the application.

TOTAL COST TAB

Per Capita (school-age applications only)

After selecting the details of an application from the Application Search page, you are directed to the TOTAL COST tab shown below. This page contains the details of the total cost for a per capita student. All application types start as per capita as the default unless you change to specific student.

- All costs listed under total cost cannot be changed under the per capita application type. The costs are based on EMIS year-end financial data.

Application
Total Cost
Excess Cost Certification
Docs
Comments / History

EDUCATING DISTRICT	RESIDENT DISTRICT	TOTAL COST	STATUS	AUTO-APPROVE DATE	ACTIONS	DETAILS
043489 Akron City	046334, Felicity-Franklin Local	\$18,906.56	Started		Submit Withdrawal Details	

Application Data

Application Type: Per Capita
Educating District: 043489, Akron City
Resident District: 046334, Felicity-Franklin Local

EMIS Student Data

Student Disability Condition: Cat 6, Autism (Disability condition 12)
Method of placement (EMIS status code): ALL court ordered institutional placements other than foster care (How Received Code-P)
Year End Special Education FTE: 1

Total Cost

Salaries and Benefits (from General fund)	Reported Costs	Students with disabilities counted in EFM ADM	Cost per FTE
1. Special Education Teachers USAS Function codes 1230 and 1240 with Object codes 11x, 12x, 131, 21x, 24x, and 261	\$30,865,410.07	3,389.79	\$9,100.10
2. Regular Education Teachers USAS Function codes 11xx with Object codes 11x, 12x, 131, 21x, 24x and 261	\$82,906,056.54	21,401.92	\$4,341.82
Other General Fund Costs			
3. Instructional Supplies and Materials USAS Function codes 1xxx with Object code 5xx	\$4,230,579.01	21,401.92	\$197.87
4. Instructional Equipment USAS Function codes 1xxx with Object codes 6xx and 7xx	\$264,286.82	21,401.92	\$12.35
5. Administration Costs – District-wide from EFM Report	\$36,194,299.96	21,401.92	\$1,784.62
6. Operations Support Costs – District-wide from EFM Report	\$43,210,067.31	21,401.92	\$2,018.98
7. Staff Support Costs – District-wide from EFM Report	\$9,950,668.52	21,401.92	\$464.94
8. Pupil Support Costs – District-wide from EFM Report	\$21,121,226.82	21,401.92	\$986.88
9. Contracted Education Program			\$0.00
10. Related Services			\$0.00
11. Total Cost Per Capita			\$18,906.56

Specific Student

All applications start as a per capita application unless changed to specific student. To change to specific student, click the icon with the pencil beside Application Type and select specific student. Be sure to click the blue save icon after selecting the type.

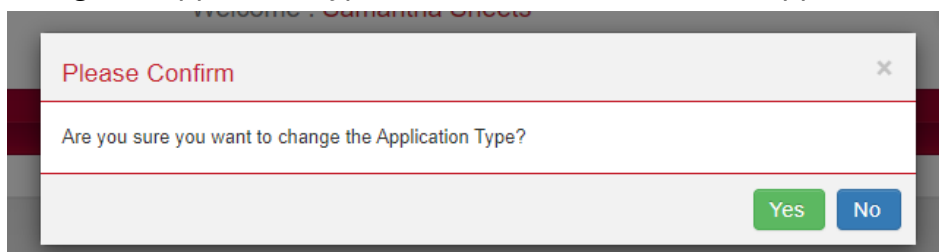
Application Data

Application Type:

Per Capita

Educating District: 044628, Painesville City Local
Resident District: 043786, Cleveland Municipal

Once you click the blue save icon, a box will appear that asks if you are sure you want to change the application type. Click Yes to confirm and the application will be changed.



Once the application type has been changed to specific student, the total cost can be edited by clicking the pencil icon. For speech only students: Special education teacher costs will default to \$0 and the percent of time in a regular classroom will default to 100%.

EDUCATING DISTRICT	RESIDENT DISTRICT	TOTAL COST	STATUS	AUTO-APPROVE DATE	ACTIONS	DETAILS
043489, Akron City	046334, Felicity-Franklin Local	\$14,565.55	Started		Submit Withdraw	Details

Application Data

Application Type: Specific Student

Educating District: 043489, Akron City

Resident District: 046334, Felicity-Franklin Local

EMIS Student Data

Student Disability Condition: Cat 6, Autism (Disability condition 12)

Method of placement (EMIS status code): ALL, court ordered institutional placements other than foster care (How Received Code=P)

Year End Special Education FTE: 1

Total Cost

Percent of time in regular classroom (0 to 100): 0%		Reported Costs		Students with disabilities counted in EFM ADM	Cost per FTE
Salaries and Benefits (from General fund)					
1. Special Education Teachers	USAS Function codes 1230 and 1240 with Object codes 11x, 12x, 131, 21x, 24x, and 261	\$38,665,410.07		3,369.79	\$8,100.10
2. Regular Education Teachers	USAS Function codes 110x with Object codes 11x, 12x, 131, 21x, 24x and 261	\$92,906,056.54		21,401.92	\$0.00
Other General Fund Costs					
3. Instructional Supplies and Materials	USAS Function codes 1xxx with Object code 5xx	\$4,236,576.01		21,401.92	\$197.67
4. Instructional Equipment	USAS Function codes 1xxx with Object codes 6xx and 7xx	\$264,286.02		21,401.92	\$12.35
5. Administration Costs – District-wide from EFM Report		\$36,194,299.96		21,401.92	\$1,704.62
6. Operations Support Costs – District-wide from EFM Report		\$43,210,087.31		21,401.92	\$2,019.98
7. Staff Support Costs – District-wide from EFM Report		\$9,950,068.52		21,401.92	\$464.94
8. Pupil Support Costs – District-wide from EFM Report		\$21,121,226.02		21,401.92	\$986.00
9. Contracted Education Program					\$0.00
10. Related Services					\$0.00
11. Total Cost Specific Student					\$14,565.55

After clicking the pencil icon, the box below comes up to change any of the costs or ADM for the different types of costs. After changing the costs, click the Update button to make changes, or click Cancel if you choose not to make changes.

Edit Total Cost Details

Contracted Education Program is when the education of the student has been provided for the educating district through a contract by another entity, i.e. an ESC. Depending on how the entity charges, related services, i.e. occupational therapy, physical therapy, speech language, and hearing services, may be included as part of the contracted education program or they may be charged separately. Entering an amount for contracted education program will automatically eliminate any amounts in lines 2, 3, 4, 6, and 7. If the other entity is educating the student on your campus, you can claim costs from some or all of lines 2, 3, 4, 6, and 7 if you have not charged a fee for the use of your facilities. Contact your area coordinator if this is your situation.

Percent of time in regular classroom (0 to 100): %

DESCRIPTION OF COSTS	COSTS	ADM
1. Special Education Teacher Salary & Benefits Costs	\$ <input type="text" value="30865410.07"/>	<input type="text" value="3369.79"/>
3. Instructional Supplies and Materials Costs	\$ <input type="text" value="4230570.01"/>	<input type="text" value="21401.92"/>
4. Instructional Equipment	\$ <input type="text" value="284288.82"/>	<input type="text" value="21401.92"/>
9. Contracted Education Program	\$ <input type="text" value="0"/>	

Cancel
UPDATE

Instructions for Specific Student Cost Calculations

1. On the TOTAL COST tab, click the pencil adjacent to the total cost box to change per capita costs to specific student costs.
2. Percent of Time in Regular Classroom
Insert a percentage between 0 and 100. The percent of regular instruction assigned may be the maximum percent associated with the IE code.
 - Students with an IE13 code are allowed 100 percent of time.
 - Students with an IE14 code are allowed 79 percent of time in regular instruction.
 - Students with an IE15 code are allowed 40 percent of time in regular instruction.
 - The IE code can be found in ODDEX. To find the IE code, select the history tab, click the appropriate SSID and navigate to the special education tab. The IE code is in the outcome column. If students have multiple IE codes, use the IE code from the end of the year.
3. Reporting Costs on Lines 1-11
 - a. Only General Fund expenditures may be reported.
 - b. The only costs that may be changed from per capita to specific student are those on Lines 1, 3, 4 and 9. Per capita costs are used for Lines 2, 5, 6, 7 and 8. Related services costs may be added to Line 10.
 - **Line 1** – Reported costs include salary and benefits for **licensed/certified** special education teachers providing instruction to the nonresident student(s) for whom excess cost is being calculated. If you are reporting the salary/benefits for a single special education teacher, enter the total FTE of all students with disabilities being instructed by the special education teacher in the column “Students with disabilities counted in EFM ADM.” Do not report head count; instead, report FTE based on the portion of the school year each student was enrolled.
 - Recommended support documentation to be uploaded: earnings register, ESC contract, educational co-op contract.
 - **Line 2** – Regular education teachers’ salaries and benefits will be populated per FTE using EMIS enrollment and year-end financial data.
 - Recommended support documentation to be uploaded: earnings register, ESC contract, educational co-op contract.
 - **Line 3** – If per capita cost is changed to specific student, report the total cost of supplies and materials purchased out of the General Fund for the specific student whose costs are being calculated. In the EFM ADM column, report the FTE of the specific student.
 - Recommended support documentation to be uploaded: purchase order and/or proof of payment.

- **Line 4** – Report the cost of equipment purchased out of the General Fund for use by the specific and other students. Enter the FTE of all the students using the equipment in the EFM ADM column.
 - Recommended support documentation to be uploaded: purchase order and/or proof of payment.
- **Line 5** – This line is automatically populated with EFM data and cannot be changed.
- **Line 6** – This line is automatically populated with EFM data and cannot be changed.
- **Line 7** – This line is automatically populated with EFM data and cannot be changed.
- **Line 8** – This line is automatically populated with EFM data and cannot be changed.
- **Line 9** – Report a cost on this line if instructional services have been provided to the specific student by contract with another educational entity or provider. A typical example would be a contracted service, such as placement of the specific student in an alternative classroom, hearing-impaired classroom or multiple disabilities classroom operated by an educational service center. Prior to entering the contract cost, you need to calculate the annualized cost of the contract. If the reported cost is an annual cost, no additional calculations need to be performed and that cost should be entered in the Contracted Education Program detail box. If the reported contract cost is an actual amount for a student who did not receive contract services for the entire year, the actual cost should first be divided by the FTE of the student so that a cost per FTE can be calculated and then entered in the detail box. When a contract cost is entered, the only related service permitted on Line 10 is transportation. All other related services, such as speech, physical therapy, and occupational therapy, must be included on Line 9 as contracted services.
 - If a student is educated part of the year by the educating district in a district classroom by district staff and is educated for the rest of the year pursuant to a contract, the cost of educating that student by the district and the cost pursuant to a contract must both be reported as a contract education program cost on Line 9.
 - Recommended support documentation to be uploaded: contract, purchase order and/or proof of payment.
- **Line 10** – Related services costs are to be reported on Line 10 if no contracted education program costs are reported on Line 9. Those related services costs are listed in Section [3301-51-01 \(B\)\(54\)](#) of the Ohio

Administrative Code. If a specific student transportation cost is reported, the cost may be either: (1) the average cost of transporting a special education student as listed on the T2 Completion Page report; or (2) the actual cost of transporting the specific student by the educating district or by a contracted education provider. If the transportation per capita calculation cost is reported, it is an annualized cost, and the amount should be entered into the Add Related Service box. If you report an actual cost to transport the specific student and the student was transported for less than a full year, divide the actual cost by the FTE of the student so that an annualized cost can be entered as the cost in the Add Related Service box.

- Recommended support documentation to be uploaded: contract, purchase order and/or proof of payment.

Transportation may be included if the service was included as a related service in the student's IEP and the student was provided special education transportation, as defined by the T-2 reports, or specialized services on a regular bus route. Transporting students on a regular education mode of transportation, as defined by the T-2 reports, may not be included in the transportation costs.

To report costs for related services other than transportation, an hourly rate must be established for the provider by dividing the employee's total salary and benefits by the total hours worked by that employee. Then, multiply the hourly rate by the number of hours the specific student received the related service from the provider and divide the product by the FTE of the specific student to calculate the cost per FTE.

When speech and language impairment is the primary disability and the IEP includes related services, those related services may be included in the total cost of educating the student. Also, if a special education teacher or instructional assistant provides language intervention to the student, that person's hourly rate multiplied by the number of hours of service provided can be reported as a Related Service-Other cost.

When transportation is reported as a related service, Line 6 (Operations Support costs) is zeroed out. When any other related service is added, Line 8 (Pupil Support costs) is zeroed out.

4. Documentation – Any per capita costs changed to specific student costs, any related services costs and any contracted education program costs must be supported by documentation entered under the DOCS tab. Documentation may be either single line or multi-line.

The Reported Costs column will change from green (EFM data) to blue (your actual costs) when any changes are made to the costs. (See line 3 below for example.)

EDUCATING DISTRICT	RESIDENT DISTRICT	TOTAL COST	STATUS	AUTO-APPROVE DATE	ACTIONS	DETAILS
043408, Akron City	040334, Polity-Franklin Local	\$14,987.87	Started		Submit Withdrawal Details	

Application Data

Application Type: Specific Student

Educating District: 043408, Akron City

Resident District: 040334, Polity-Franklin Local

EMIS Student Data

Student Disability Condition: Cat. 6, Autism (Disability condition 12)

Method of placement (EMIS status code): ALL court ordered institutional placements other than foster care (How Received Code=9)


Year End Special Education FTE: 1

Total Cost

Percent of time in regular classroom (0 to 100): 0%

	Reported Costs	Students with disabilities counted in EFM ADM	Cost per FTE
Salaries and Benefits (from General Fund)			
1. Special Education Teachers USAS Function codes 1230 and 1240 with Object codes 11x, 12x, 13x, 21x, 24x, and 261	\$30,865,410.07	3,369.79	\$9,100.10
2. Regular Education Teachers USAS Function codes 110x with Object codes 11x, 12x, 13x, 21x, 24x and 261	\$97,896,896.54	21,401.92	\$9.00
Other General Fund Costs			
3. Instructional Supplies and Materials USAS Function codes 100x with Object code 50x	\$500.00	1.00	\$500.00
4. Instructional Equipment USAS Function codes 100x with Object codes 60x and 70x	\$294,289.02	21,401.92	\$12.35
5. Administration Costs - District-wide from EFM Report	\$36,194,299.94	21,401.92	\$1,784.62
6. Operations Support Costs - District-wide from EFM Report	\$43,210,887.35	21,401.92	\$2,018.90
7. Staff Support Costs - District-wide from EFM Report	\$9,990,868.52	21,401.92	\$464.94
8. Pupil Support Costs - District-wide from EFM Report	\$21,121,226.62	21,401.92	\$986.08
9. Contracted Education Program			\$0.00
10. Related Services			\$0.00
11. Total Cost Specific Student			\$14,987.87

Preschool, JVSD, DD

After selecting the details of an application from the Application Search page, you are directed to the TOTAL COST tab. This page contains the details of the total cost reported on the non-school-age spreadsheet. The total cost can be edited by clicking the  icon next to Total Cost.

To add related service costs, you must click the Add Related Service Expense button.

Related Service Costs

[Add Related Service Expense](#)

RELATED SERVICES (All Application Types)

The related service costs can be edited by clicking the pencil icon, they can be deleted by clicking the trash bin icon, and more expenses can be added by clicking the Add Related Service Expense button.

After clicking the pencil icon to change the total costs, the box below comes up to change any of the costs previously entered in the spreadsheet. After changing any costs, click the Update button to make changes or click Cancel if you choose not to change them.

Edit Total Cost Details

Contracted Education Program is when the education of the student has been provided for the educating district through a contract by another entity, i.e. an ESC. Depending on how the entity charges, related services, i.e. occupational therapy, physical therapy, speech language, and hearing services, may be included as part of the contracted education program or they may be charged separately. Entering an amount for contracted education program will automatically eliminate any amounts in lines 2, 3, 4, 6, and 7. If the other entity is educating the student on your campus, you can claim costs from some or all of lines 2, 3, 4, 6, and 7 if you have not charged a fee for the use of your facilities. Contact your area coordinator if this is your situation.

Percent of time in regular classroom (0 to 100): %

DESCRIPTION OF COSTS	COSTS	ADM
1. Special Education Teacher Salary & Benefits Costs	\$ <input type="text" value="3085410.07"/>	<input type="text" value="3389.79"/>
3. Instructional Supplies and Materials Costs	\$ <input type="text" value="4230570.01"/>	<input type="text" value="21401.92"/>
4. Instructional Equipment	\$ <input type="text" value="264286.82"/>	<input type="text" value="21401.92"/>
9. Contracted Education Program	\$ <input type="text" value="0"/>	

Cancel

UPDATE

To add related service costs, you must click the Add Related Service Expense button.

Related Service Costs

Add Related Service Expense

Once the button is clicked, a new window opens to add costs. Select the related service you would like to add and enter the cost. When finished, click Add.

When you return to the TOTAL COST tab, line 10 shows the related services added. It also is shown in the Related Service Costs box. Beside each cost, you can click the pencil to update the cost or click the trash bin icon to delete, if needed.

10. Related Services				\$500.00
11. Total Cost Specific Student				\$14,380.99

Related Service Costs

DESCRIPTION OF RELATED SERVICE	COST	UPDATE	DELETE
Related Expense - Speech/Hearing	\$500.00		
Related Services Expense Total:		\$500.00	

[Add Related Service Expense](#)

Applied Flags

History

10/26/2020 6:40:13 PM - Apama Nanda - Started
10/26/2020 6:37:41 PM - Apama Nanda - Data Issue

APPLICATION Tab (All Application Types)

The APPLICATION tab contains student information such as grade level, legal district of residency and educating district information. If you believe any of the information on the APPLICATION tab is incorrect, contact your area coordinator. The area coordinator may request documentation to support your request prior to making the change. The user may click the question mark icon to access contact information for the school districts and area coordinator.

[< PREVIOUS](#) ID: 519165 SSID: TV1812462 Educating District: 043752, Cincinnati Public Schools Period: Excess Cost FY 2018 Status: Approved [NEXT >](#)

Viewing student: 3 of 2338 [Back to School Finance search results](#)

Application

Total Cost

Excess Cost Certification

Docs

Comments / History

Application Information

Grade Level: 2nd Grade

Legal District of Residency

NAME	AREA COORDINATOR	RESIDENCY BEGIN DATE	RESIDENCY END DATE
046151, Talawanda City	School Finance Area Coordinator 03	07/01/2016	

List of Educating Districts

NAME	SCHOOL BUILDING	AREA COORDINATOR	ENROLLMENT START DATE	ENROLLMENT END DATE
043752, Cincinnati Public Schools	033688, Saylor Park School	School Finance Area Coordinator 03	07/01/2017	

EXCESS COST CERTIFICATION Tab

The excess cost amount begins at a default of \$0 until the application has been submitted. To view the excess cost amount prior to submitting the application, click the EXCESS COST CERTIFICATION tab and the excess cost amount will be generated.

CERTIFICATION FOR C, D, J, P, T, W

Certification Type: ODDEX Tuition Module (EMIS Placement Codes: C, D, J, P, T, W)

Educating District: 044669, Portsmouth City

Resident District: 049635, Northwest Local

Funding Category: 2

Special Education FTE: 1

Cost to Educate: \$40,256.86

Tuition Rate: \$2,300.30

Base Cost (b2 on SFPR): \$7,222.90

Local Capacity (b1 on SFPR): \$2,369.71

State Share Percentage: 0.6719171

These applications will process through the State Foundation Payment System.

Calculation: (Final # 1 SFPR Worksheet Reports)	Cost
1. District Base Cost Per Pupil: [Base Cost (line b2 of the SFPR) - Local Capacity (line b1 SFPR) x Special Education FTE]	\$4,853.19
2. Special Education Weighted Funding: [(Statewide Base Cost (line s1 of Detailed SFPR)* Weight based on Disability Category * State Share Percentage (line A2 of SFPR)* 9] * Special Education FTE	\$2,747.04
3. Was Transportation included as a Related Service(see 'Total Cost' Tab)? <u>Yes</u>	\$1,062.30
4. Total Foundation Funding Received: (Sum of Lines 1, 2 and 3)	\$8,662.53
5. Educating District Tuition Rate per Year X Special Education FTE	\$2,300.30
6. Amount Received under Chapter 3317 of Revised Code: (Sum of line 4 and 5)	\$10,962.83
7. Cost to Educate: (Cost per FTE from 'Total Cost' tab) X Special Education FTE)	\$40,256.86
8. Excess Costs: (Line 7 minus Line 6)	\$29,294.03

CERTIFICATION FOR 9, B AND G

Certification Type: Open Enrolled (EMIS Placement Codes: 9, B, G)

Educating District: 043802, Columbus City School District

Resident District: 046979, Groveport Madison Local

Funding Category: 3

Special Education FTE: 1

Cost to Educate: \$24,246.46

Base Cost (b2 on SFPR): \$7,222.05

Local Capacity (b1 on SFPR): \$4,566.52

State Share Percentage: 0.3676975

These applications will process through the State Foundation Payment System.

Calculation:	Cost
1. District Base Cost Per Pupil: [Base Cost (line b2 of the SFPR) - Local Capacity (line b1 SFPR) x Special Education FTE]	\$2,655.53
2. Special Education Weighted Funding: [(Statewide Base Cost (line s1 of Detailed SFPR)* Weight based on Disability Category * State Share Percentage (line A2 of SFPR)* 9] * Special Education FTE	\$3,611.62
3. Was Transportation included as a Related Service (see 'Total Cost' Tab)? <u>No</u>	\$0.00
4. Total Foundation Funding Received: (Sum of Lines 1, 2 and 3)	\$6,267.15
5. Cost to Educate: (Cost per FTE from 'Total Cost' tab) X Special Education FTE)	\$24,246.46
6. Excess Costs (Line 5 minus Line 4)	\$17,979.31

Certification for Preschool

Certification Type: Pre School
Educating District: 044669, Portsmouth City
Resident District: 049130, Scioto Valley Local
Funding Category: 1
Special Education FTE: 0.25
Cost to Educate: \$31,005.00
Base Amount: \$4,000.00
Statewide Base Cost: \$7,351.71
State Share Percentage: 0.6719171

These applications will need to be direct billed.

Calculation:	Cost
1. Base Amount Per Pupil: (Base Amount * Special Education FTE)	\$1,000.00
2. Special Education Weighted Funding: (((Statewide Base Cost (line s1 of Detailed SFPR)* Weight based on Disability Category) * State Share Percentage (line A2 of SFPR))* 0.5) * Special Education FTE]	\$150.35
3. Was Transportation included as a Related Service(see 'Total Cost' Tab)?No	\$0.00
4. Total Foundation Funding Received: (Sum of Lines 1, 2 and 3)	\$1,150.35
5. Cost to Educate: (Cost per FTE from 'Total Cost' tab) X Special Education FTE)	\$7,751.25
6. Preschool Tuton: (Line 5 minus Line 4)	\$6,600.90

Certification for JVS

Certification Type: JVS
Educating District: 051060, Great Oaks Career Campuses
Resident District: 050450, Mason City
Funding Category: 2
Special Education FTE: 1
Cost to Educate: \$193,453.00
Average Base Cost Per Pupil: \$7,351.71
State Share Percentage: 0.678097

These applications will process through the State Foundation Payment System.

Calculation:	Cost
1. District Base Cost Per Pupil: (District's State Share of the Base Cost (Line A of Detailed SFPR) / Enrolled ADM (line a of the Detailed SFPR) x Special Education FTE	\$5,407.30
2. Special Education Weighted Funding: (((Statewide Base Cost (line s1 of Detailed SFPR)* Weight based on Disability Category * State Share Percentage (line A2 of SFPR)* 9] * Special Education FTE	\$2,772.30
3. Total Foundation Funding for this Pupil: (Sum of lines 1 and 2)	\$8,179.60
4. Cost to Educate: (Cost per FTE from 'Total Cost' tab) X Special Education FTE)	\$193,453.00
5. Excess Costs (Line 4 minus Line 3)	\$185,273.40

Certification for DD

Certification Type: DD (School Age)
Educating District: 066324, Stark County Board of DD
Resident District: 043489, Akron City
Funding Category: 6
Special Education FTE: 1
Cost to Educate: \$212,840.00
Average Base Cost Per Pupil: \$7,351.71
State Share Percentage: 0.7178191

These applications will need to be direct billed.

Calculation:	Cost
1. Statewide Average Base Cost Per Pupil x Special Education FTE	\$7,351.71
2. Special Education Weighted Funding: (((Statewide Average Base Cost Per Pupil * Weight)* Resident District (as reported in application) State Share Percentage)* Special Education FTE)]	\$20,873.43
3. Was Transportation included as a Related Service(see 'Total Cost' Tab)?Yes	\$11,080.75
4. Total Foundation Funding Received: (Sum of Lines 1, 2 and 3)	\$39,305.89
5. Cost to Educate: (Cost per FTE from 'Total Cost' tab) X Special Education FTE)	\$212,840.00
6. Excess Costs (Line 5 minus Line 4)	\$173,534.11

DOCS Tab (All Application Types)

This tab is used to attach, view and manage supporting documentation for the excess costs reported. Documentation supporting all expenses, except EFM costs, must accompany the student application. This may be accomplished by either attaching a document to each line item that contains costs (line-item document), attaching a single document that supports all line-item costs (multiple line item document) or some combination of the two.

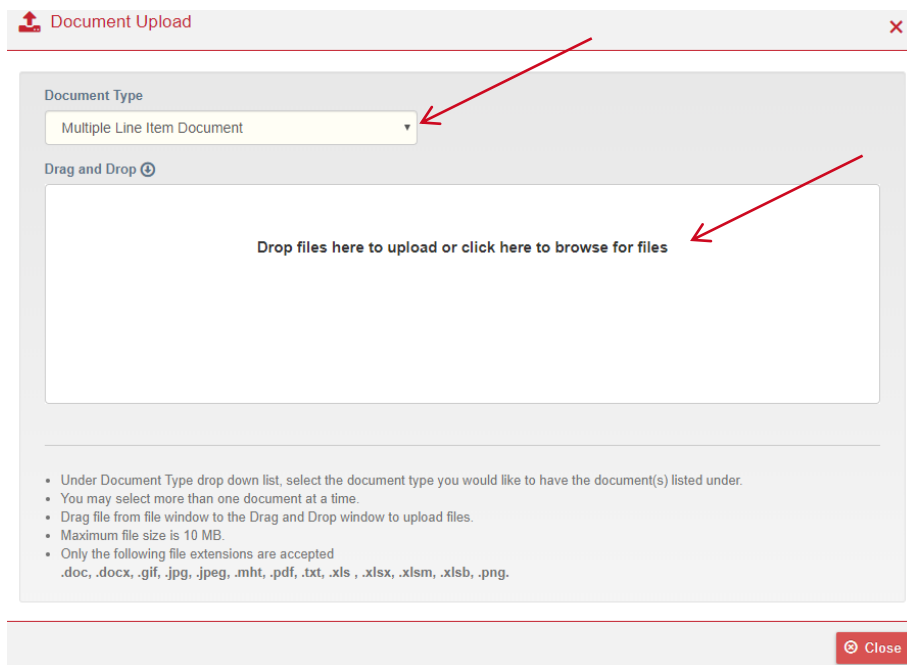
No documentation is required for per capita costs, but a copy of the contract between the educating district and the resident district should be attached for any student a parent placed into an institution, an open enrolled student, and a special education cooperative student.

The screenshot shows the 'DOCS' tab in a web application. The top navigation bar includes 'Application', 'Total Cost', 'Excess Cost Certification', 'Docs', and 'Comments / History'. The 'Docs' tab is active. Below the navigation bar, there's a section for 'Educating / Resident' with a dropdown menu showing '043752 - Cincinnati Public Schools / 046151 - Talawanda City'. To the left of the 'Documents On File' section is a box labeled 'Uploaded Document Type'. The 'Documents On File' section has two buttons: 'Upload Document(s)' and 'Import from other students'. Below these buttons is a table with columns: NAME, TYPE, DATE UPLOADED, REVIEWED, HISTORY, and EXPORT DOCUMENT FOR MULTIPLE STUDENTS. The table is currently empty, displaying 'No Documents on File.' A filter input field is located to the right of the table.

To begin adding documentation, click the Upload Document(s) button.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Upload Document(s)' button in the 'Documents On File' section, highlighting it as the first step to add documentation.

Select the document type you want to attach from the choices in the drop-down menu under Document Type. After choosing the document type, drag and drop the files you wish to upload into the box shown below or click in the box to browse your computer for files.



The screenshot shows a window titled "Document Upload" with a close button (X) in the top right corner. Inside the window, there is a "Document Type" section with a dropdown menu currently set to "Multiple Line Item Document". Below this is a "Drag and Drop" section with a large white box containing the text "Drop files here to upload or click here to browse for files". Two red arrows point to the dropdown menu and the drag-and-drop box respectively. At the bottom right of the window is a "Close" button.

Document Upload

Document Type

Multiple Line Item Document

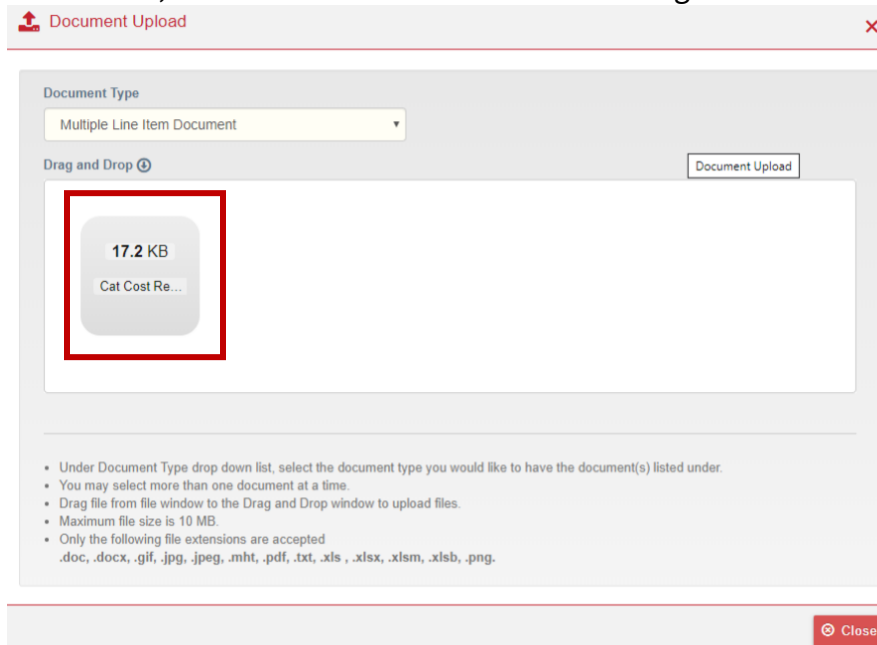
Drag and Drop

Drop files here to upload or click here to browse for files

- Under Document Type drop down list, select the document type you would like to have the document(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xism, .xlsb, .png.

Close

Once the document is uploaded, it will show in the box below. When you have finished adding documents, click the Close button at the bottom right of the box.



This screenshot shows the same "Document Upload" window after a file has been uploaded. The file, named "Cat Cost Re..." and 17.2 KB in size, is now displayed within the drag-and-drop box and is highlighted with a red rectangle. A "Document Upload" button is visible in the top right corner of the drag-and-drop area. A red arrow points to the "Close" button at the bottom right of the window.

Document Upload

Document Type

Multiple Line Item Document

Drag and Drop

Document Upload

17.2 KB

Cat Cost Re...

- Under Document Type drop down list, select the document type you would like to have the document(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xism, .xlsb, .png.

Close

After clicking Close, the document(s) you just uploaded will be shown on the DOCS tab.

Documents On File

Upload Document(s)

Import from other students

Returned 1 results.

FILTER:

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	EXPORT DOCUMENT FOR MULTIPLE STUDENTS
Cat Cost Review Checklist.docx	Multiple Line Item Document	11/07/2019	No		

1

Important! In order to complete and successfully submit an application, there must be a line-item document attached for each line item for which specific costs are reported **or** at least one Multiple Line-Item Document.

There is limited space available for documentation upload. Please keep to a minimum to show costs. If additional information is requested by the school district, please email the school district.

Export Document for Multiple Students

Click on the export icon to the right of the document listed that you would like to export.

Documents On File

Upload Document(s)

Import from other students

Returned 1 results.

FILTER:

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	EXPORT DOCUMENT FOR MULTIPLE STUDENTS
Cat Cost Review Checklist.docx	Multiple Line Item Document	11/07/2019	No	<div></div>	<div></div>

1

Once you click the export button, the following window will appear.

Export Document For Multiple Students

Document Type: Multiple Line Item Document

Document Name: Cat Cost Review Checklist.docx

School Building

SSID

ALL

Search

Reset

Returned 1 results.

<input type="checkbox"/> SELECT	SSID	SCHOOL BUILDING
<input type="checkbox"/>	AA2201234	043711 Canton City

Close

UPLOAD

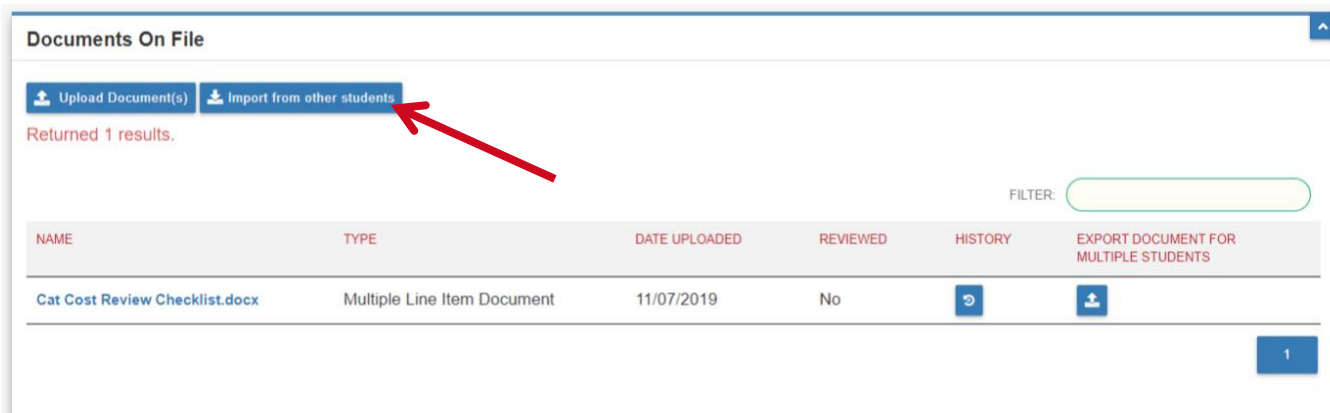
The window automatically will bring up all students in the system for your district. The window will only show 20 students at a time. If your district has more than 20 students, you will be able to click Next to view the next 20 students. You also can narrow your search of students by entering a specific SSID or school building, then clicking Search.

You can select any student(s) from the list by clicking the box to the left and click Upload. This will upload the document to all the selected students. This is a good way to attach a single document that supports the costs incurred by several students, such as a service contract or documentation of salary and benefits for a teacher who serves more than one student incurring excess cost.

After clicking Upload, all students selected will have the document on their lists of supporting documents.

Import Documents from Other Students

Another option for sharing supporting documents is to import documents from other student files. After opening a student application, go to the DOCS tab. The *Import from other students* button can be found next to the Upload Document(s) button. (Illustrated by the arrow below.)



Once you click Import from other students, the box below will appear. Click the box under IMPORT column to select the documents you would like to add to the selected student and then click IMPORT.

Import Documents

Returned 7 results.

NAME	TYPE	DATE	<input type="checkbox"/> IMPORT
SSID GD7090572	Related Services Costs	01/07/2015	<input type="checkbox"/>
SSID HK2510553	Related Services Costs	01/07/2015	<input type="checkbox"/>
SSID OU2134558	Related Services Costs	01/07/2015	<input type="checkbox"/>
SSID PH6946916	Related Services Costs	01/07/2015	<input type="checkbox"/>
Orrville contract.pdf	Multiple Line Item Document	12/22/2016	<input checked="" type="checkbox"/>
Sandy Valley contract.pdf	Multiple Line Item Document	12/22/2016	<input type="checkbox"/>
Massillon contract.pdf	Multiple Line Item Document	12/22/2016	<input type="checkbox"/>

Close

IMPORT

Once you click Import, the document(s) will appear in the list of documentation for the selected student.

Documents On File

Upload Document(s)

Import from other students

Returned 2 results.

FILTER:

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	EXPORT DOCUMENT FOR MULTIPLE STUDENTS
Cat Cost Review Checklist.docx	Multiple Line Item Document	11/07/2019	No		
Orrville contract.pdf	Multiple Line Item Document	12/22/2016	No		

1

Once all tabs have been edited and documents have been attached to the student file, the application is ready to be submitted to the resident district.

COMMENTS/HISTORY Tab (All Application Types)

If there are any notes between the resident or educating districts or area coordinator, they can be found in the COMMENTS/HISTORY tab of the individual student application. Comments can be added by clicking the Add New Subject button below.

Application

Total Cost

Excess Cost Certification

Docs

Comments / History

Comments Summary

Add New Subject

Last Updated

Subject

Last Updated By

Comment

Subject

Message

Showing Page 0 of 0

Reply

Application History

Date

Created By

Status

Submitting Applications

A user with an “Data Entry – Excess Cost” role in OEDS does **not** have permission to submit the excess cost application. Instead, users with the data entry role can update the status of the application to *District Reviewed*, which indicates the application is ready for the superintendent or treasurer to review. This is done by clicking on the TOTAL COST tab and clicking the Educating District Reviewed button. Documents with a status of *District Reviewed* indicates to the treasurer or superintendent the application is ready for review and either the treasurer or superintendent can submit the application. For information regarding role duties/permissions, please refer to [WHICH ROLES CAN CHANGE AN APPLICATION STATUS](#) of the manual.

Application

Total Cost

Excess Cost Certification

Docs

Comments / History

EDUCATING DISTRICT	RESIDENT DISTRICT	TOTAL COST	STATUS	AUTO APPROVE DATE	ACTIONS	DETAILS
043489, Akron City	046334, Felicity-Franklin Local	\$18,906.56	Started		<div>Educating District Reviewed</div> <div>Withdraw</div>	<div>Details</div>

Treasurer and Superintendent Roles

Treasurers **or** superintendents can submit an application that is in the *Started* or *District Reviewed* status. It is not necessary for both the superintendent and treasurer to submit an application. By submitting an excess cost application, the superintendent or treasurer is certifying that, to the best of his or her knowledge, the student meets the program’s eligibility criteria, and the reported costs are legitimate and accurate. To submit the application, go to the TOTAL COST tab and click the Submit button. Each student application must be submitted separately. They cannot be submitted in bulk.

Application	Total Cost	Excess Cost Certification	Docs	Comments / History		
EDUCATING DISTRICT	RESIDENT DISTRICT	TOTAL COST	STATUS	AUTO-APPROVE DATE	ACTIONS	DETAILS
043489, Akron City	046334, Felicity-Franklin Local	\$14,380.99	Started		Submit Withdraw	Details

Once an application has been submitted, the status will change to *Submitted*, as shown below, along with the auto-approve date. The date/time stamp also will be added to the History box at the bottom of the page. Once submitted, you will see a date under the Auto Approve Date heading. This date is 30 calendar days after the date of submission and is the date on which the application automatically will be approved for payment unless the application is in *Correction Needed* or *ODE On Hold* status. Any application that generates a \$0 excess cost amount after submission automatically will change to *Not Eligible* status. Monitor submitted applications regularly until approved by the resident district. If the resident district places an application in *Correction Needed* status, an email is sent to all OEDS roles listed in the excess cost system for the district.

Application	Total Cost	Excess Cost Certification	Docs	Comments / History
-------------	------------	---------------------------	------	--------------------

EDUCATING DISTRICT	RESIDENT DISTRICT	TOTAL COST	STATUS	AUTO-APPROVE DATE	ACTIONS	DETAILS
043489, Akron City	040334, Felicity-Franklin Local	\$10,906.56	Not Eligible	11/28/2020	Submit Withdraw	Details

History

10/29/2020 2:09:35 PM - ROSANNA Baum - Not Eligible

10/29/2020 2:09:33 PM - ROSANNA Baum - Submitted

10/28/2020 6:40:18 PM - Aparna Nanda - Started

10/28/2020 6:37:41 PM - Aparna Nanda - Data Issue

Resident District

What happens after an application has been submitted by the educating district?

At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications that were submitted or resubmitted that day. Verify via the search function, as the resident district, that the students are eligible for excess cost funding. For additional guidance on how to create an eligible student list, please refer to the [Appendices](#).

The resident district reviews the submitted applications and has three choices:

1. Approve the application, which changes status to *Approved*.
2. Return application for correction, which changes status to *Correction Needed*.
3. Do nothing. If the resident district does not act within 30 days of the application being submitted, the system automatically will approve the application.

A court-placed student may appear on a list of eligible students without having a tuition payment made if the tuition application has not been approved for payment in ODDEX. These students still are eligible to receive excess cost. In these cases, the system assumes the educating district received the tuition and populates the amount it should have received on Line 9 of the excess cost certification. This means the educating district had the revenue received inflated and the resident district pays less for this student. The educating district may direct bill for tuition, but the resident district has the final decision to render the tuition payment.

Most of the excess cost applications will be per capita. Verify applications are resident district students and approve accordingly. If applications are not resident district students, place in Correction Needed status and clearly state the reason in the comment section. An email will generate to the educating district that an application is in Correction Needed status. Follow up with the educating district accordingly. A 30-day auto-approval timer will begin after an application is successfully uploaded to the system.

Specific student applications will have additional documentation available for review in the Docs tab. If you agree with the costs provided by the educating district, approve accordingly. If not, please formally communicate additional needed documentation with the educating district or place the application in Correction Needed status. Follow up with the educating district accordingly.

Application Ready to be *Approved* by Resident District

Only persons with superintendent or treasurer roles will be able to approve applications. Those with the data entry role cannot. If the resident district agrees with the application, either the superintendent or treasurer may go into the individual application and click Approve on the TOTAL COST tab. If no action is taken, the system will approve the application automatically through the 30-day auto-approval timer.

Application Changed by Resident District to *Correction Needed*

Only persons with superintendent or treasurer roles will be able to return applications. The data entry role cannot return an application to the educating district.

If the resident district does not agree with something submitted on the excess cost application, it can change the status to *Correction Needed*. A comment must be included when a resident district returns an application. Note: A per capita student application cannot be sent back to the educating district for correction based on the total cost submitted. If an educating district declined tuition for a student to file Per Diem Tuition (SF-14PD), the district is not permitted to file excess cost.

At the end of the day, the educating entity will get a bulk email listing the SSIDs of all applications returned for correction.

To change to *Correction Needed* status, you must click on the Need Correction button on the TOTAL COST tab.

What if the Resident District Does Nothing with a Submitted Application?

If the resident district does not act within 30 days of the application being submitted, the system automatically approves the application.

Applications have an original submission date on them. The district will know that 30 days after the original submission date, the application automatically will be approved unless it is in *Correction Needed* status or the Department places the application *ODE On Hold*.

The resident district will receive an email 10 days and five days prior to the system automatically approving an application.

Application	Total Cost	Excess Cost Certification	Docs	Comments / History
-------------	------------	---------------------------	------	--------------------

EDUCATING DISTRICT	RESIDENT DISTRICT	TOTAL COST	STATUS	AUTO-APPROVE DATE	ACTIONS	DETAILS
043489, Akron City	046334, Felicity-Franklin Local	518,906.56	Not Eligible	11/28/2020	Submit Withdraw	Details

Application Changed to *ODE On Hold*

An application should only be in *ODE On Hold* status when either the educating district or resident district requests assistance from the area coordinator. Only the area coordinator can place an application in *ODE On Hold* status. When an application is put on hold, the educating and resident districts will receive email notification.

Only the area coordinator can approve or return applications put on hold and will include comments. Area coordinators can edit the APPLICATION tab before approving or returning for correction, but only the educating district can change costs.

Educating District Reviews Application Returned by the Resident District

Both educating and resident districts should work together to resolve applications in *Correction Needed* and *ODE On Hold* statuses. The system will display contact information for districts associated with the application. The comment section is for general comments and is not intended to be an absolute mode of communication between districts. If after formal communication with the educating/resident district a resolution cannot be obtained, please contact your area coordinator.

The educating district *may* edit and attach supporting documents to returned applications but *must* resubmit the application to be paid.

Resubmitting an application will change the status to *Submitted* and will restart the 30-day auto-approval timer. SSIDs of resubmitted applications will be included in the batch email sent to the resident district daily. The resident district may approve resubmitted applications or, if no action is taken, the system will approve the application automatically through the 30-day auto-approval timer.

The educating district will have the ability to withdraw the application.

Returned Application Being Resubmitted

If a returned application is resubmitted, the resident district has the same three choices as before.

- Within the 30-day window, applications can be returned and resubmitted any number of times.
- Any application with *Correction Needed* status will be put on hold 30 days after the initial submission date.
- Any application resubmitted and not approved by the resident district will be approved or put in *ODE On Hold* status after the 30th day from the original submission date.

***After 30 days from the initial submission date, all valid applications that were resubmitted will be auto-approved.**

Appendices

Educating District Eligible Student List Creation

Prior to the end of the fiscal year, it is best practice to create an eligible list of students. The students appearing on the FTE detail report are eligible for excess costs, while students not on the report are not eligible. The last EMIS upload for student data will generate a final FTE detail report.

To obtain the needed data from the FTE detail:

- In the column labeled “Legal Dist of Res IRN,” filter out your IRN number.
- Go to the column labeled “LEA IRN” and filter out all the IRNs EXCEPT your district.
- The filtered IRNs should only be JVSDs. Districts CANNOT collect excess cost on JVSD students.
- Go to the column labeled “SPECED CAT CODE” and deselect “***” and blanks.

The list remaining includes the students either opened enrolled, court placed, special education cooperative, Title I or institutional placements by parents with a special education category.

Add another tab on your FTE detail report. Copy the filtered information into this tab. Move the Legal District of Residence column next to the SSID column. Sort the SSIDs from A to Z. Perform a conditional formatting, highlight cells rule, duplicate values, to show all duplicate value SSIDs. In the example below, all columns have been deleted except those shown.

SSID	LEGAL DIST OF RES IRN	LAST NAME	FIRST NAME	MIDDLE NAME	LEA IRN	FTE FUND PATTRN CODE	ENRL START DATE	ENRL END DATE	STATE EQUIV GRADE LEVEL CODE	DISAB CNDTN CODE	SPECED CAT CODE
FF9999999	045039	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	12/31/2500	01	05	1
JP8888888	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	12/31/2500	11	12	6
ME7777777	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	10/31/2016	01	05	1
ME7777777	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	11/1/2016	12/31/2500	01	05	1
PB6666666	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	12/31/2500	09	09	2
PF6666666	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	12/31/2500	10	10	2
PF5555555	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	12/31/2500	09	10	2
RM4444444	044826	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	05/22/2017	08	10	2
RM4444444	044826	Not Avail	Not Avail	Not Avail	043919	OPDD	05/23/2017	12/31/2500	08	12	6
RT3333333	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	10/31/2016	07	15	2
RZ2222222	044990	Not Avail	Not Avail	Not Avail	043919	RGJV	07/01/2016	01/25/2017	07	15	2
SS1111111	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	10/31/2016	07	10	2
SX9999999	045039	Not Avail	Not Avail	Not Avail	043919	OPDD	10/03/2016	12/31/2500	04	03	1
SX9999999	046425	Not Avail	Not Avail	Not Avail	043919	OPDD	07/01/2016	10/2/2016	01	05	1
TL8888888	045039	Not Avail	Not Avail	Not Avail	043919	OPDD	10/03/2016	12/31/2500	03	03	3

In the first set of duplicate values, ME7777777, the change is not due to a legal district of residence change or a disability condition change. Delete one of the rows for ME7777777. The second set of duplicate values, RM4444444, is due to a disability change. Delete one of these

rows. In situations where the student changes from one disability category to another throughout the year, [see additional filing options for students with more than one disability condition](#). In situations where the student ended the year with no disability condition but started the year as a special education student, that student will show up as a data issue once uploaded and your area coordinator will need to intervene. The third example, SX99999999, is due to a Legal District of Residence change. You will need to keep both rows because you could be billing two separate districts.

Copy the columns with the SSID and Legal District of Residence into the excess cost upload spreadsheet. Upload your spreadsheet when the window opens.

Resident District Eligible Student List Creation

To obtain the needed data from the FTE detail:

- In the LEA IRN column, deselect “your” IRN and the IRN of the JVSD you belong to.
- Go to the FTE Fund Pattern Code column and deselect ATSM, COMM and JPSN.
- Go to the SPECED CAT CODE column and deselect “*” and “blanks.”
- The students remaining “MAY” have excess costs charged to you. Copy these students into a separate tab and then sort them by LEA IRN and then by SSID so you have them readily available when you are reviewing applications submitted to you.

Court-placed students are not in the resident district ADM but the educating district ADM. Other than open enrollment students, they should be in ODDEX.

- Go to tuition and choose Resident/Paying.
- Choose FY23.
- Export the students into a spreadsheet. Put your filter on.
- Go to the Disability column and deselect the “**.” This will give you all the special needs students you paid tuition for that may qualify for excess cost.

Additional Filing Option When a Student Has More than One Disability Category

The system will not accept two applications for the same SSID so you will need to file a specific student application and prorate the costs of the portions of the year. Report the sum of the prorated costs under the disability code that was applicable at the end of the year. Be sure to consider the system will calculate the revenue for the entire year under the disability code in effect at the end of the year. For example, if a student went from LD to ED, the system assumes the district received special education weighted funding for an ED student for the entire year. Since the district received less revenue for the portion of the time the student was LD, you will need to calculate the revenue lost, title it “Revenue Lost in the Calculation”, and report it on the Other line.

When a student is in a seat in your district for a portion of the year and then is educated through a contract with an ESC or other entity for the other portion, you will need to account for the costs of each portion of the year separately. For example, a student was in the resident district for the first nine weeks and then sent to a contractor for the remainder of the year. Put the first nine weeks cost using the per capita application costs on the Other Line and the contractor costs on the Contracted Education cost line.