

Quick Start Guide – Excess Cost

Educating District – Non-School-Age Applications

THIS IS A QUICK-START GUIDE. PLEASE REFER TO THE EXCESS COST MANUAL FOR DETAILED INSTRUCTIONS.

Step 1: Excess Cost manuals, directions, spreadsheets and sample contracts are available on the [Ohio Department of Education's Website](#) or under the USER MANUALS AND FORMS tab in the Excess Cost program. The Excess Cost program is located within the School Finance app in the [OH|ID portal](#).

Step 2: Create a list of students who are eligible for Excess Cost funding.

- It is recommended that school-age applications are uploaded prior to non-school-age applications.
- Non-school-age students are defined as JVS, DD or preschool.
- For additional guidance on how to create an eligible student list from the FTE Detail Report, refer to page 40 in the manual.

Step 3: All non-school-age applications are specific student.

- If appropriate for the district, select a team of district personnel with expertise in special education, EMIS, related services, transportation, finance and administration to compile financial data related to each specific student application.
- Adjustments must be made for half-day preschool programs.
- The non-school-age spreadsheet requires expenses greater than zero.

Step 4: Upload spreadsheet.

- Refer to page 17 in the manual for assistance.

Step 5: Data error issue indicates that some information on the spreadsheet is not accurate.

- See page 20 in the manual for additional information.

Step 6: Submit the application.

- Specific student applications require support documentation.
- Refer to page 30 in the manual for additional guidance.

Step 7: Monitor submitted applications until each is approved by the resident district.

- Applications in *Correction Needed* status require action.
- Read the comment section for a reason and review the data.

Step 8: Resolve applications in *Correction Needed* status.

- Work with the resident district to correct the application using the comment section of the application or via phone and/or email.

- If after formally communicating with the educating district, including by email and phone, a resolution cannot be obtained, please contact your area coordinator for assistance.

Step 9: Preschool tuition is not paid through the excess cost system.

- The certification page can be printed and sent directly for payment to the resident district.