

Quick Start Guide – Excess Cost

Resident 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: Verify student applications are eligible for Excess Cost funding.

- For guidance on how to create an eligible student list, refer to page 41 in the manual.

Step 3: Students who do not generate tuition payments are still eligible for excess cost.

Step 4: Check specific student applications carefully.

- Verify applications and approve accordingly.
- The 30-day auto-approval timer begins after the application is successfully uploaded.
- Applications that are not for a resident of the school district should be placed in *Correction Needed* status
 - Clearly state the reason for the *correction needed* in the comment section.
 - Work collaboratively with the educating district to resolve issues.

Step 5: Resolve applications in *Correction Needed* status.

- 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 6: Preschool tuition is not paid through the excess cost system.

- The educating district can print the certification page and send it directly for payment to the resident district.