

# Quick Start Guide – Excess Cost

## Educating District – 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.

- For guidance on creating an eligible student list using the FTE Detail Report, refer to page 40 in the manual.

Step 3: Determine if eligible students will generate per capita or specific student applications.

- Per capita applications are based on the average cost of educating all Category 2-6 school-age students using year-end financial data submitted by the educating district through EMIS.
- Speech-only students may be filed as per capita applications but cost does not include Special Education teacher costs.
- 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.

Step 4: Upload spreadsheet. Remember school-age and non-school-age students should be on separate spreadsheets.

- Refer to page 17 in the manual for specific instructions.

Step 5: Data errors indicate that some information in the spreadsheet is not accurate.

- See page 20 to correct data errors.

Step 6: Submit application.

- Per capita applications are pre-populated with EMIS data.
- Only specific student applications require documentation.
- Refer to page 30 in the manual for additional information.

Step 7: Monitor submitted applications in the program 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 a resolution cannot be obtained after formally communicating with the educating district by email and phone, please contact your area coordinator for assistance.