

# Quick Start Guide – Excess Cost

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

- For additional guidance on how to create an eligible student list from the FTE Detail Report, refer to page 41 in the manual.
- Even though a student did not generate a tuition payment, that student is still eligible for excess cost.

Step 3: Check per capita applications and approve if all information is correct.

- 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 correction needed in the comment section.
  - Work collaboratively with the educating district to resolve issues.

Step 4: Approve specific student applications or place in *Correction Needed* status.

- Verify applications and approve accordingly.
- The 30-day auto-approval timer begins after the application is successfully uploaded.
- Place applications that are not for a resident of the school district or those that need additional clarification in supporting documentation 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.