



Department of Education

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

DATE: December 2013
TO: DL Superintendents
FROM: Area Coordinators
SUBJECT: Form SF-14PD and Instructions

Pursuant to recently-passed HB 59, changes were made to Division (C) (4) of Section 3313.64 of the Revised Code, which provides for the total cost of educating children to which Division (C) (4) applies to be paid to the educating district on a per diem basis. Children to which Division (C) (4) applies are those (1) who do not receive special education services; (2) who reside in a home (as defined in Division (A) (4) of Section 3313.64 of the Revised Code) that is not a foster home, a home maintained by the department of youth services, or a juvenile detention or other facility; (3) who receive educational services at the home in which the child resides pursuant to a contract between the home and the school district providing those services. In most cases, Form SF-14PD would be completed by those school districts in which a residential treatment facility is located and in which the facility provides educational services at the facility.

School districts that complete Form SF-14PD are not to complete Form SF-14 to collect tuition from the resident districts, nor are the educating districts to directly bill the resident districts for tuition or per diem costs. The Ohio Department of Education will make the per diem adjustment by deducting the certified per diem cost from the state aid funds payable under Chapter 3317 of the Revised Code to the resident district and shall pay that amount to the educating district.

Twice annually the educating district shall complete Form SF-14D and a separate attachment for each resident district and shall submit the form and attachments per the instructions to this office. The form and attachments must be received by March 1 for the first reporting period or by August 1 for the second reporting period.

Upon receipt of the form and attachments, a copy will be sent to the resident district for review. If the resident district disagrees with any of the information on the SF-14PD or attachments, that district should contact the educating district to resolve the disagreement. If changes are made to the form or attachment by the educating district, a copy of the modified form or attachments must be sent to this office within 30 days of the date the form and attachments were sent to the resident district.

After the 30-day waiting period has ended, our office will enter the data for payment and deduction. Area coordinator certification and a listing of the amount to be paid or deducted for each student will be provided to both the educating and resident districts in a combined EMIS report.

Form SF-14PD and the attachment can be accessed on the ODE website at <http://education.ohio.gov/Topics/School-Choice/Public-Schools/Forms>. If you have questions regarding Form SF-14PD or the attachment, please contact your area coordinator.