Ohio | Department of Education

John R. Kasich, Governor
Michael L. Sawyers, Acting Superintendent of Public Instruction

INSTRUCTIONS FOR PREPARING FORM SF-14H
TUITION CERTIFICATION AND REPORT OF CHILDREN WITH DISABILITIES IN MEMBERSHIP PURSUANT TO SECTIONS 3323.13 AND 3323.14 O.R.C.

PURPOSE: Form SF-14H is provided twice annually for the use of each city, exempted village or local school district to certify to the Office of School Finance Program Services, Ohio Department of Education, the students with disabilities in **membership*** in the schools of their district for which tuition is the obligation of another district in accordance with the provisions of 3323.13 and 3323.14 O.R.C. **This form is not to be used for open enrolled children with disabilities (EMIS Status 9), COOP Arrangements (EMIS Status B), DD's, JVSD's, and ESC Contractual Arrangements. Additionally, students are not to be included on this form when the parent unilaterally places a child in a residence not defined as a "home" in 3313.64(A)(4) in another district and the resident district has offered FAPE (Free Appropriate Public Education) pursuant to 3323.143 ORC.**

Note: *Membership includes parent-teacher conference days and calamity days.

PROCEDURE: Form SF-14H will be used as a notification form to the district of financial responsibility. Calculation of the tuition amount for each student based on the number of membership days and daily tuition rate will be performed by the Office of Finance Program Services. Both the district of residence and the educating district will be notified of the amount of the tuition credit/deduction for each student in an EMIS report prior to the adjustment being made in the succeeding Statement of Settlement. **The maximum number of days reportable on the SF -14H is 180 days for both the first and second reporting periods combined.**

For new listings if a student is placed by the court or other legal authority, and a court document or ODE determination exists naming a school district responsible for tuition and/or excess cost, the educating district must attach two copies of the document for the initial period the student is reported. If the student is reported initially for the first reporting period of the school year, no court document or ODE determination would be required to be submitted for the second reporting period of that year **or** for either reporting period of subsequent years as long as the court order or ODE district of residence determination initially submitted remains in effect.

NOTE: The educating district must also submit the required documentation for Section II of the SF-14H as listed on Page 2 of these instructions for the initial period the student is reported. The required documentation must be updated annually and submitted with the SF-14H for the first reporting period of each subsequent school year.

ELIGIBILITY: Each child for whom SF-14H is submitted requires an appropriate individual education program. This is the responsibility of the school district of residence. However, the district of residence has fulfilled its responsibility when agreement is concurred upon after the district of attendance has complied with any of the three statements pursuant to Section 3323.13(C) O.R.C. (See Section II on Form SF-14H). **The SF-14H must be**

completed and submitted prior to any determination or collection of excess cost on Form SF-6 for students with EMIS Status C, P or T.

PREPARATION: **District of Attendance:** Prepare **two (2) copies** of Form SF-14H for **each** school district having financial responsibility of children with disabilities in membership in your district pursuant to 3323.13 and 3323.14 O.R.C. The **original and one (1) copy** of the completed Form SF-14H shall be filed with the Area Coordinator's Office on or before March 1 for the first reporting period and on or before August 1 for the second reporting period. Corrections to the original filing of Form SF-14H received after **April 1** will not be accepted for the first reporting period and after **September 1** for the second reporting period.

If more spaces are needed, use the Form SF-14H Attachment (copies of which are enclosed).

HEADING: Enter your school district's name, county, school year, reporting period and IRN.

SECTION I: Enter the district responsible for tuition, county, superintendent's name and district's address (including zip code), and IRN.

SECTION II: Affix signatures of superintendent, treasurer and contact person/telephone number, and dates.

Check the box in answer to the yes or no questions.

If the answer is no to all questions, STOP: Your district is not eligible for tuition or excess cost.

If the answer is yes to any of the three questions, CONTINUE: However, **documented evidence must be attached** displaying one of the following with an SSID number **(No students' names are to appear on any SF-14H or SF-14H attachment submitted to ODE.):**

1. A copy of the signature page of the individual education program displaying the parent(s) resident school official's signature and effective date OR

2. A copy of the letter inviting the resident school district official(s) to attend the IEP meeting OR

3. A copy of a signed contract between your district and the district of residence, OR

4. A document confirming your district informed the district of residence in writing that your district is providing the education for the child.

SECTION III: **Column A –** Enter the state student identification number of each student with a disability for which tuition is requested.

Column B – If a student is enrolled for less than a full reporting period, enter the admission (ENT) date and/or the withdrawal (WD) date.
Column C – Refer to Section 3323.01 O.R.C. and 3313.64(C) (3) (a) cited below and enter the number (1), (2), (3), or (4) representing the division of law which determines the school district of financial responsibility.

SECTION 3323.01(M) OHIO REVISED CODE – Select the criteria code applicable for each student with a disability whose state student identification number listed in Column A in determining the school district responsible for tuition when the child does not live in the district where the parent resides.

Quoted below, in pertinent part, is Division (M) (1) (2) (3) and (4) of Section 3323.01(M) O.R.C. "School district of residence" means:

1. The school district in which the child's natural or adoptive parents reside (See also 3313.64(C)(3)(a):

2. If the school district specified in division (M)(1) of this section cannot be determined, the last school district in which the child's natural or adoptive parents are known to have resided if the parents' whereabouts are unknown:

3. If the school district specified in division (M)(2) of this section cannot be determined, the school district determined by the court under section 2151.362 [2151.36.2] of the Revised Code, or if no district has been so determined, the school district as determined by the probate court of the county in which the child resides.

4. Notwithstanding divisions (M) (1) to (3) of this section, if a school district is required by section 3313.65 of the Revised Code to pay tuition for a child, that district shall be the child's district of residence.

Column D – Enter special education category 1 through 6 for the student listed in Column A as follows:

Category 1 – Speech and language disability

Category 2 – Specific learning disabled or developmentally disabled or other health impaired – minor.

Category 3 – Hearing impaired or emotional disability.

Category 4 – Visually impaired or other health impaired – major.

Category 5 – Orthopedically disabled or having multiple disabilities.

Category 6 – Autism, traumatic brain injury, or both visually and hearing impaired.

Column E – Enter the EMIS Status Code for each child listed in Column A as follows: Parental Institution Placement (1T), Court Placed Foster Care (1C), Court Placed Group Home (1P), and Nonresident Title I (1W).

Column F – Enter the address for each pupil state student identification number listed in Column A as determined by the appropriate division of the Ohio Revised Code listed in Column C.

If (1) is entered in Column C, enter the address at which the child's parent(s) reside.

If (2) is entered in Column C, enter the address at which the parent(s) were last known to have resided in Ohio if the parents whereabouts are unknown.

If (3) is entered in Column C, enter the “Journal Entry” address and county in which court decree was recorded.

If (4) is entered in Column C, the address at which the child’s parent resided at the time of the parent’s incarceration, juvenile residential or residential facility placement.

Column G – Enter the date of birth for each child’s state student identification number listed in Column A.

Column H – Enter the current grade level for each child’s state student identification number listed in Column A.

Column I – Enter the number of days the pupil listed in Column A was enrolled during the current reporting period.

NOTE: The number of days a tuition student may be counted is 180 days maximum for the first and second reporting periods combined. **COUNT KINDERGARTEN STUDENTS AS 1.00 FTE regardless whether the child attends a full day or one-half day.**

Column J – Revised Days

The reporting district (district of attendance) is responsible for contacting the Area Coordinators’ Office with corrections.

If the error is discovered before thirty (30) days have elapsed, from the date of receipt of Form SF-14H, a letter addressed to the district responsible for tuition advising them of the correction is necessary. A copy of the letter **must** be sent to the Area Coordinators’ Office which will permit them to make corrections to the original Form SF-14H.

To **add** pupils after the original Form SF-14H has been processed, please complete columns A, B, C, D, E, F, G, H and I on a new Form SF-14H, and file two (2) copies with the Area Coordinators’ Office.