

# Auxiliary Services FER Instructions

The Auxiliary Services Final Expenditure Report (FER) will open to public school districts and nonpublic schools receiving direct payment on July 1, 2025. The Auxiliary Services FER closes on November 15, 2025. Please follow the directions below to input data for the Auxiliary Services FER.

1. Sign in to the [OH|ID Portal](#).
2. Select “Nonpublic Data System” from Applications (listed as My Apps).
  - For public districts, only the treasurer and “data entry – nonpublic program” person named in the Ohio Educational Directory System (OEDS) have access. The public district’s name appears.
  - For nonpublic schools, only the principal and the “data entry – nonpublic program” person named in OEDS have access. The nonpublic school’s name appears.
3. The “Application Search” page then appears.
  - Be sure that “Nonpublic State FY 2025 – Federal FY 2026” has been selected.
  - After “Status” (the right side), open the drop-down box and click “Auxiliary Services.”
  - Then click “Search” (lower left corner).
4. A line appears at the bottom of the page. Click the “Details” button located on the end.
5. Note the tabs on the bar under the district or school name (e.g., Overview, Program Selection, etc.)
  - Select “Aux Services.”
6. A page with Auxiliary Services payments for each nonpublic school appears.
  - Click “Started” in the status box (yellow).
7. When the “Started” status has been initiated, the Auxiliary Services box at the bottom will have a pencil after the words “Auxiliary Service.”
  - Click the pencil to update the Auxiliary Services expenditures.
8. An Auxiliary Services worksheet appears. In this worksheet, enter the amounts for “Interest Earned” and expenditures. If there is \$0 in interest income, **include a comment in the “Comment” tab as to why no interest was earned and/or allocated to the Auxiliary Services fund.**
  - Then, click “Save.”
9. If the worksheet entries are correct, click the “Submitted” status. However, the FER is not yet complete. The worksheet in “Submitted” status requires an additional approval.
  - For public districts, the treasurer must approve by clicking the “LEA Approved” status button.
  - For nonpublic schools, the principal must approve by clicking the “Principal Approved” status button.
10. Any balance will need to be returned to the Department because this is the second year of the biennium. Once the application is approved by the area coordinator, the treasurer (for public districts) or principal (for nonpublic schools) will receive an email with instructions on how to return the funds.