

Excess Cost Instructions

Educating District

The Excess Cost program is located within the School Finance application in the [OH|ID Portal](#).

1. Create a list of students who are eligible for Excess Cost funding.¹
 - School-age applications should be uploaded prior to non-school-age applications.
2. 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.
 - School-age applications
 - All applications default to a per capita application. Educating districts may change applications to specific students.
 - Speech-only students may be filed as per capita applications but cost does not include Special Education teacher costs.
 - Non-school-age applications
 - All non-school-age applications are filed with specific student costs.
 - Adjustments must be made for half-day preschool programs.
 - The non-school-age spreadsheet requires expenses greater than zero.
3. Upload spreadsheet.
 - [School-age](#) and [non-school-age](#) students should be on separate spreadsheets.²
4. Applications with data issues indicate that one of more criteria for excess cost eligibility is not met.³
5. Submit applications.⁴
 - Per capita applications are pre-populated with EMIS data and do not require additional documentation.
 - Specific student applications require documentation for each reported cost.
6. 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.
7. 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.
8. Non-school-age applications are not paid through the excess cost system.
 - The certification page can be printed and sent directly for payment to the resident district.

¹ See page 41 of the Excess Cost User Manual for additional information.

² See page 17 of the Excess Cost User Manual for additional information.

³ See page 20 of the Excess Cost User Manual for additional information.

⁴ See page 37 of the Excess Cost User Manual for additional information.