Excess Cost Instructions

Resident District

The Excess Cost program is located within the School Finance application in the OH|ID Portal.

1. Verify student applications are eligible for Excess Cost funding.[1]
   - Students who do not generate tuition payments are still eligible for excess cost.
2. Check per capita applications and approve if all information is correct.
   - The 30-day auto-approval timer begins after the application is successfully submitted.
   - Applications that are not 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.
3. 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 submitted.
   - Place applications that are not 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.
4. 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.
5. Non-school-age applications are not paid through the excess cost system.
   - The educating district can print the certification page and send it directly for payment for the resident district.

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