

# Excess Cost Instructions

## Educating District

1. The Excess Cost program is located within the School Finance application in the OH|ID Portal. Create a list of students who are eligible for Excess Cost funding.
  - 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.
4. Applications with data issues indicate that one of more criteria for excess cost eligibility is not met.
5. Submit applications.
  - 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.

Please see [Excess Cost Manual](#) for complete instructions.