School Finance Application

PER DIEM INSTRUCTIONS

Ohio law[1] permits school districts to receive payment on a per diem basis for the cost of educating students, both with and without disabilities, who reside in a home that is not a foster home, not a home maintained by the Department of Youth Services, and not a detention facility where the student receives educational services at the home. The Per Diem program is a tool used by the educating public school district providing the education to bill for a nonresidential pupil housed in the residential facility.

The following instructions can assist districts entering records within the Per Diem program within the School Finance system. Detailed instructions and program dates can be found on the [Ohio Department of Education's website.](#)

If a district chooses to file the Per Diem, the district shall not file to receive tuition payments through ODDEX and shall not file to receive excess cost payment for students with disabilities. District choosing to file Per Diem must access the tuition program in ODDEX and select the flag **"Not Claiming Tuition"** for these students to prevent receiving both tuition and per diem payments.

Complete Per Diem Upload Form

- Enter SSID, Resident District IRN, Enroll Start and End Dates, Number of Days Enrolled
- To validate the spreadsheet for upload, click on the Instructions tab, enter your district IRN and click Validate.
- Save spreadsheet to your preferred location on your computer.

Uploading to the Per Diem Program

1. Sign in to your [OH|ID Portal](#).
2. Select the School Finance system from applications (My Apps).
   - Superintendent and Treasurer roles automatically have access to the system. Data Entry-Per Diem roles can be added in the Ohio Educational Directory System (OEDS) to gain access.
3. Under Select Program, select the Per Diem program from the list.
4. The School Finance Application Search page appears.
5. Select Student on the red task bar then select Per Diem Rate to enter your rates for each category. Click "Search Per Diem Rate" to check for any existing rates. If no rates exist, click "Add Per Diem Rate". For students without a disability condition, enter the Per Diem rate for Category 0. Category 1-6, enter the Per Diem rate based on each special education category. Then click "Add".
6. After entering your Per Diem rates, go back to the student selection and click "New School Finance Application" to upload your Per Diem Upload Form. To select your previously complete Per Diem Upload Form, click Choose File and select your document, then click Upload.
7. Once the Per Diem Rate has been entered and the Per Diem Upload Form has been uploaded, click Student and select "Search School Finance Applications". You will then return to the Application Search page. Any applications that have been entered should appear under the search box.
8. To access a specific application, click the Details icon to the right of the application.
9. Review each application for accuracy. The program will use the data that was uploaded and your Per Diem Rate to calculate a Per Diem Amount. If you prefer to add any further documentation, you may do so under the Docs tab.
10. Once you have reviewed the application, the Superintendent or Treasurer must submit each application.
11. Once submitted, the resident district will receive notification that an application has been filed. The resident district has the choice to approve the application or send it back for a correction. It is recommended the resident district confirm the educating district has placed a "Not Claiming Tuition" flag in the ODDEX system for students that are billed within the Per Diem program.
12. Each time an application is submitted, a 30-day timer begins. If no action is taken on an application by the resident district within the 30 days, the application will automatically approve.

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[1] [Ohio Revised Code 3313.64 (C) (4)](#)

Department of Education & Workforce