Per Diem User Manual

FY2024 REPORTING

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Introduction and General Information

Ohio law[1] permits public 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 district to bill a per diem rate for a nonresidential pupil housed in the residential facility. The Per Diem program is an application within the School Finance app in the OH|ID Portal.

PROCEDURES

If a district chooses to file per diem applications for students with disabilities, the district shall not file to receive tuition payments for those students through ODDEX and shall not file to receive excess cost payments for those students. Likewise, districts filing per diem applications for students without disabilities shall not file to receive tuition payments through ODDEX. Districts choosing to file the per diem application must access the tuition program in ODDEX and select the flag **"Not Claiming Tuition"** for all students to prevent receiving both tuition and per diem payments. For additional information on the ODDEX tuition module, refer to the Tuition Manual.

Per diem applications are filed twice a year. The first reporting period covers July 1 – December 31, and the second reporting period covers January 1 – June 30.

Superintendents and treasurers will have immediate access to the program, but personnel performing the role of "Data Entry – Per Diem" must have that role assigned to them by the organization's Ohio Educational Directory System (OEDS) administrator.

Prior to accessing the Per Diem program, the educating district must enter the individual Statewide Student Identifier (SSID) and other required information into the Per Diem Upload spreadsheet located on the Forms and Program Information for Traditional Public Schools website. In addition to completing the spreadsheet, the per diem rates must be calculated for students without disabilities and all six categories of special education. **The per diem amount is computed by calculating the total expenditures for the current reporting period divided by the student aggregate days or by using the contract per diem amount plus service fee.**

Once the educating district has completed the spreadsheet and calculation of per diem rates, the data is ready to be entered into the Per Diem program. Entering the per diem rates and uploading the spreadsheet will create individual applications with a calculation for payment for each student. If any specific documentation is needed, it should be uploaded in the Docs tab for that specific student. Each application should be submitted individually by the superintendent or treasurer.

Once submission happens, the resident district responsible for paying the per diem costs will be notified by email and will have an opportunity to review the application and approve it. If necessary, the resident district will also have an option to send back for correction. Collaboration and cooperation between the educating and resident districts are essential for the success of the program. If no action is taken on an application, the application will automatically approve in the system 30 days after submission. Area coordinators are available to assist districts and answer any questions during the submission and review process.

After all applications have been submitted and approved, the transfer of per diem costs from the resident district to the educating district will be included on the SFPR Statement of Settlement. The timing of the transfer will depend on the calendar submission dates set by Department staff members who process the

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

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twice-monthly SFPR payments. Payments reports, which itemize by SSID the amount transferred between districts, will be available to both the educating district and resident district within the data collector.

After payment has occurred, the Department does not have the ability to make corrections if either district discovers an error in the amount, since both districts previously agreed-the submitted application was correct. Any payment/repayment of per diem cost amounts must occur directly between the districts.

Overview of Per Diem Submission and Review

1. The educating district will calculate the per diem cost for students without disabilities and special education categories 1-6. The amounts will be entered into the Per Diem program.
2. The educating entity will complete the Per Diem Upload spreadsheet and upload to the Per Diem program. This process will create a per diem application for each student on the Per Diem Upload spreadsheet.
   a. Applications successfully loaded will have a status of *Started*. Applications that do not successfully load will have a status of *Data Issue*. Please contact your area coordinator for assistance with applications that have data issues.
3. The educating entity then goes into the system to review, edit, and submit its per diem applications.
4. Districts will be able to assign persons with the data entry role that will allow them to upload the Per Diem Upload spreadsheet, enter per diem rates, and edit applications. The data entry person can change the status to *District Reviewed,* which indicates the application is ready for the superintendent or treasurer to submit. Batch emails will be sent at the end of each day to notify superintendents and treasurers their applications are in *District Reviewed* status.
5. When ready, the educating entity submits the per diem application, which gives the application a status of *Submitted.*
   a. Only persons with superintendent or treasurer roles in OEDS will be able to submit applications.
      i. Only one person, not both, needs to submit.
      ii. Submitting the application substitutes for both treasurer and superintendent signatures.
   b. Once submitted, the educating entity will not be able to make further edits.
      i. If further edits are needed or the application was submitted in error, the educating entity must contact the area coordinator or resident district.
      ii. The area coordinator or resident district can return the application for correction.
6. The resident district is responsible for reviewing and approving submitted applications. Area coordinators will not be reviewing per diem applications. At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications submitted or resubmitted that day.
7. The resident district should review submitted applications and do one of three things:
   a. Approve the application, which changes status to *Approved*. Only persons with superintendent or treasurer roles in OEDS will be able to approve applications. Those with the data entry role cannot approve applications.
   b. Return the application for correction, which changes its status to *Correction Needed.*
      i. Only persons with superintendent or treasurer roles will be able to return applications. Those with the data entry role can view applications but cannot return applications.
      ii. If the resident district returns the application, the system will require a comment.
      iii. At the end of the day, the educating entity will receive an email listing the SSIDs of all applications - returned for correction. Note: It is recommended districts check the system frequently for applications in *Correction Needed* status.
   c. Do nothing and let the system approve the application.
      i. If the resident district does not act within 30 calendar days of the application being submitted, the system automatically will approve the application on the auto-approve date located at the top of the PER DIEM tab.

    ii. The resident district will receive emails both ten days and five days prior to the system automatically approving an application.

8. The educating entity should review applications returned by the resident district.
    a. At the end of the day, the educating entity will receive an email listing the SSIDs of all applications - returned for correction. The educating entity is encouraged to work with the resident district to resolve any concerns or issues with the application.
    b. The educating entity *may* edit and attach supporting documents to returned applications but *must* resubmit them to get paid.
        i. Resubmitting the application changes the status back to *Submitted*.
        ii. SSIDs of resubmitted applications will be included on the batch email going to the resident district.
        iii. Resubmitted applications will be automatically approved 30 days after the most recent submission date.
    c. The educating entity will have the ability to withdraw the application.
    d. If the two districts cannot resolve the issue, the district will need to contact its area coordinator for assistance.
9. If a returned application is resubmitted, the resident district has the same three choices as in Step 7.
    a. Within the 30-day window, applications can be returned and resubmitted any number of times.

WHICH ROLES CAN CHANGE AN APPLICATION STATUS?

Status	Data Entry	Treasurer/Superintendent	Resident District	Ohio Department of Education
Started	*District Reviewed* **or** *Withdrawn*	*Submit* **or** *Withdrawn*	Cannot Change	*Withdrawn*
Not Eligible	*District Reviewed* **or** *Withdrawn*	*Submit* **or** *Withdrawn*	Cannot Change	Cannot Change
Withdrawn	*Started*	*Started*	Cannot Change	Cannot Change
District Reviewed	*Started* **or** *Withdrawn*	*Submit* **or** *Withdrawn* **or** *Start*	Cannot Change	*Withdrawn*
Submit	Cannot Change	Cannot Change	*Approved* **or** *Auto Approved* **or** *Correction Needed*	*Approved* **or** *Correction Needed* **or** *ODE On Hold*
Correction Needed	*District Reviewed* **or** *Withdrawn*	*Submit* **or** *Withdrawn*	Cannot Change	*Withdrawn*
ODE On Hold	N/A	N/A	N/A	*Approved* **or** *Correction Needed*
Approved	N/A	N/A	Correction Needed	*ODE On Hold* **or** *Correction Needed*
Data Issue	*Withdrawn*	*Withdrawn*	N/A	*Started* **or** *Withdrawn*

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AVAILABLE ACTIONS DEPENDING ON STATUS

Status	Possible Actions	New Status
Started	Edit and review the application Edit and submit the application Withdraw the application	*District Reviewed* *Submitted/Not Eligible* *Withdrawn*
Not Eligible	Edit and review the application Edit and submit the application Withdraw the application	*District Reviewed* *Submitted/Not Eligible* *Withdrawn*
Withdrawn	Restart the application	*Started*
District Reviewed	Edit and submit the application Withdraw the application Restart the application	*Submitted/Not Eligible* *Withdrawn* *Started*
Submitted/Resubmitted	Approve the application Return the application for correction Put the application on hold	*Approved* *Returned for Correction* *Department On Hold*
Correction Needed	Edit and review the application Edit and submit the application Withdraw the application	*District Reviewed* *Submitted/Not Eligible* *Withdrawn*
Approved	Put the application on hold Return the application for correction	*Department On Hold* *Correction Needed*
Data Issue	Edit and start the application Withdraw the application	*Started* *Withdrawn*

Per Diem Upload Spreadsheet

- The Per Diem Upload spreadsheet is available on the [Forms and Program Information for Traditional Public Schools](#) website.
- When opening the spreadsheet, be sure to click Enable Content.
- After entering student data, *Validate* the spreadsheet by clicking the INSTRUCTIONS tab. **The educating district IRN must be entered, then click the Validate Excess Costs button.**

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- After clicking the Validate Excess Costs button, if the word "Validated" turns green, your spreadsheet is acceptable. If it turns red, check the instructions on the Instructions tab to troubleshoot the data on the spreadsheet.
- Be sure to name and save the spreadsheet in a location on your computer where you will be able to find it when you are ready to upload the spreadsheet into the program online.

Accessing the Per Diem Program

Logging in Through the OH|ID Portal
Users can access the online per diem program through the [OH|ID portal](). Users also can access the OH|ID portal by clicking the Login link located at the top of the **Department's homepage**. Note: Users must already have a OH|ID account prior to being able to sign in. Superintendents and treasurers automatically have access to the program. They can assign a data entry role to an additional person.

Login | State Agencies | Online Services **Ohio.gov**

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Custom Search

After clicking the *Login* link, the user should be on a screen with the box shown below. Select the appropriate option and then enter your OH|ID username and password and click the **Log In** button.

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.
Please create a new OH|ID account if you do not already have one.

OH|ID PORTAL

Need Help? Visit the Department of Education OH|ID Portal Help webpage for information on how to access and navigate the OH|ID portal.

An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

MYOHIO PLATFORM

OH|ID

One state. One Account. Your OH|ID.

OH|ID is a secure way for Ohioans and businesses to interact with multiple State agencies and access a variety of programs and services, with a single user account.
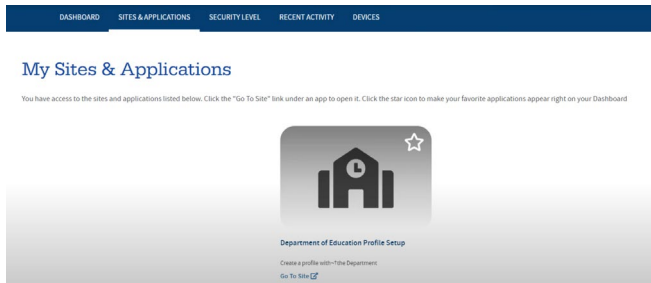
Create Account

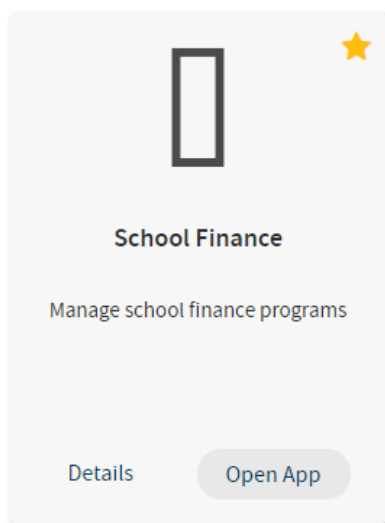**Log into OH|ID**

OHID (Username)
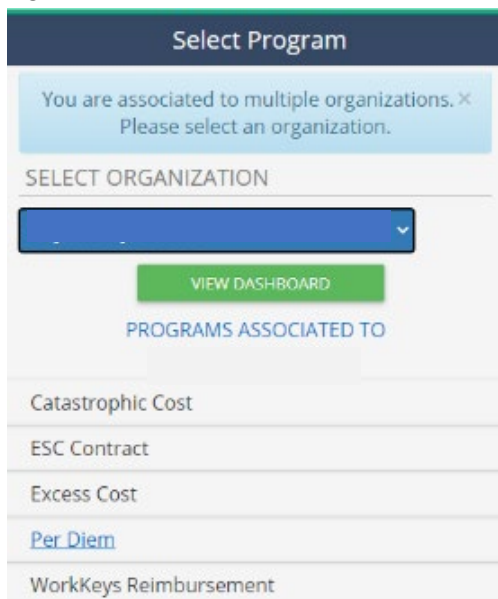
Forgot OHID?

Password

Forgot Password?

Log in

Next, click My Sites & Applications.

Find the School Finance app from your list of applications and click Open App.

You will be directed to Select Program. To access the per diem program, click Per Diem on the list of programs available. If you are linked to more than one district in OEDS, you will be asked to select an organization.

The system will direct you to the School Finance Application Search screen shown below.

Entering Per Diem Rates

An application will not be eligible for submission without the entry of per diem rates. To enter per diem rates, point to Student on the red task bar at the top of the page. Click on Per Diem Rate from the drop-down list.

Districts will then be directed to search for current per diem rates. Make sure the appropriate application period is selected and click *Search Per Diem Rate.* If no per diem rates are listed, you will be prompted to click *Add Per Diem Rate*.

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Enter the per diem rate for each category, then click *Add.*

Per diem rates can be edited prior to the submission of an application. Once an application has been submitted, the application must be placed in Correction Needed status before per diem rates can be edited. The application will need to be resubmitted after the changes are made.

Creating New Per Diem Applications

To create a student application, you will need to import students using the Per Diem Upload Spreadsheet found on the [Forms and Program Information for Traditional Public Schools](#) page. You MUST use the most current spreadsheet and the spreadsheet MUST be *Validated* for the students to load into the system.

To upload this spreadsheet, start by pointing to Student at the top of the page and clicking on New School Finance Application from the drop-down list.

The screen below will appear. Make sure the appropriate application period and educating district are selected.

Click on Choose File to browse your computer. Find and select the spreadsheet you want to upload and click Open. Once the name of the document is showing in the box, click Upload to upload students from the spreadsheet.

After processing is complete, the page below will appear. In the Upload Summary box, the Total Students Uploaded and Records Processed should be equal if all applications were uploaded with no problems. The number of records with data issues should be 0. If you have a number listed for records with data issues, they will be uploaded but have a status of *Data Issue*.

Import Per Diem Upload Summary

Total Students Uploaded: 7

Records Processed: 4

Records with data issues: 3

CU2435123 - SSID, Resident District IRN or Educating District IRN not found in EMIS
TF9696668 - SSID, Resident District IRN or Educating District IRN not found in EMIS
UB1638882 - SSID, Resident District IRN or Educating District IRN not found in EMIS

Reviewing New Applications

To begin reviewing applications, users first will need to access the Search School Finance Application page. If you are not already on the application search page, click Student at the top of the page and then Search School Finance Application from the drop-down menu. The search page is used to list student applications associated with the district. Then, select specific applications to view and/or edit.
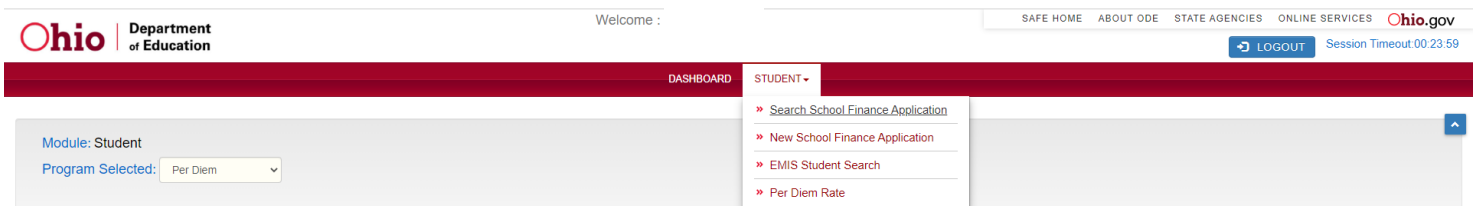
To view all student applications, click the Search button without entering any search criteria.

Below are search results showing all applications for the district. Twenty applications will appear per page.

Search Results

Returned 7 results.

Export Search Results

FILTER:

SSID	APP ID	APP PERIOD	EDUCATING DISTRICT	RESIDENCY DISTRICT	STATUS	DATE SUBMITED	PER DIEM AMOUNT	DETAILS
	882591	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Data Issue		$0.00	Details
	882589	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Data Issue		$0.00	Details
	882592	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Data Issue		$0.00	Details
	882587	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Started		$0.00	Details
	882508	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043711 Canton City	Started		$0.00	Details
	882590	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Started		$0.00	Details
	882588	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Started		$0.00	Details

Use the Next 20 Results, Previous 20 Results and Go to buttons to navigate between pages. To view the details of a specific application, click the Details button under the Details column.

Search Results

Returned 2338 results.

Export Search Results Go to page [1] of 117 NEXT 20 RESULTS >

Applications can be filtered by entering specifics in any one of the available search criteria boxes, such as SSID, Submission Date, Application Type or Application Status. Districts also can search as the educating district or resident district. To view applications based on specific criteria, select one or more of the search criteria before clicking Search. For example, to view only applications placed in *Submitted* status by your district, select Submitted from the available per diem statuses, then click the Search button. All applications in Submitted status should be listed. Districts may export search results by clicking the Export Search Results button. This will export all pages from the search results to an Excel spreadsheet.

Applications with *Data Issues* status

When a district uploads an SSID into the per diem program, an application is created. The system checks for four conditions before giving the application a status of *Started*.
1. Is the SSID found in EMIS?
2. Is there a valid EMIS placement code associated with the SSID?
3. Is the educating district IRN associated with the SSID in EMIS?
4. Is the resident district IRN associated with the SSID in EMIS?

If the answer to any one of the above questions/conditions is no, the application will be given a *Data Issue* status and a fatal flag will be attached to the application that describes the type of data issue(s) found. The following are the fatal flags:
1. Fatal – SSID not found in EMIS (this flag cannot be removed).
2. Fatal – Invalid EMIS placement code.
3. Fatal – Resident district **or** educating district not associated with SSID in EMIS.

All applications with a *Data Issue* status should be either withdrawn or corrected through the area coordinator before they can be changed to *Started* status. Both districts and area coordinators can withdraw applications

with data issues. However, *only* the area coordinator can correct an application with a data issue and change its status to *Started*. **It is the responsibility of the educating district to contact the [area coordinator](#) to address data issues.**

No application should remain in *Data Issue* status. Either withdraw the application or request assistance from your area coordinator to get the application into *Started* status. You will not be paid for any student applications remaining in *Data Issue* status.

If the application was included on the spreadsheet by mistake, the application must be withdrawn. To withdraw the application, open the PER DIEM tab and, under the Actions heading, click the Withdraw button, which causes the Actions button to change to Start. However, you will be unable to submit the application because the flags still are there.

If the correct student was on the spreadsheet but uploaded with a data issue, check the application for flags. If you believe your data are accurate and reflect EMIS data and the student is eligible for per diem payment, contact your area [coordinator](#), who may, at his/her discretion, remove the flags and place the application in *Started* status. The area coordinator may request evidence or documentation to support your request to change the application.

PER DIEM Tab

After selecting the details of an application from the Application Search page, you are directed to the PER DIEM tab shown below. This page contains the details of the total cost for that specific per diem application. All applications show the enroll start/end dates, number of days, disability condition (if applicable), the per diem rate, and the total per diem amount. This information is pulled from the Per Diem Upload Spreadsheet and the data entry for the per diem rate. Application data can be edited by clicking the pencil icon to the right of the record. The *Add* button also exists to include data that may have been missed from the original upload spreadsheet. If a student has more than one disability condition within the same application period, the add function can be used to add the second disability condition and the appropriate start/end dates and number of days.

| Application | Per Diem | Docs | Comments / History |

EDUCATING DISTRICT	RESIDENT DISTRICT	STATUS	AUTO APPROVE DATE	ACTIONS	DETAILS
043844, Dayton City	043711, Canton City	Started		Submit Withdraw	Details

Per Diem

Enroll Start Date	Enroll End Date	Number of Days	Disability Condition	Per Diem Rate	Per Diem Amount	
01/01/2021	03/30/2021	89	Cat 0. Not applicable (Disability condition **)	$20.00	$1,780.00	✎
				Total Amount:	$1,780.00	

Add

Applied Flags

History

8/3/2021 5:00:13 PM - Aparna Nanda - Started
8/3/2021 4:58:19 PM - Aparna Nanda - Data Issue

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After clicking the pencil icon, the box below comes up to change any of the previously reported data. After making the necessary changes, click the Update button to make changes, or click Cancel if you choose not to make changes.

Edit Per Diem Details ✕

ENROLL START DATE	ENROLL END DATE	NUMBER OF DAYS	DISABILITY CONDITIONS
01/01/2021	03/30/2021	89	Not applicable

⊗ Cancel   ⊘ UPDATE

After clicking the *Add* button, the box below comes up to add additional data. After entering the new per diem details, click the *Add* button to add to the application. You may click Cancel if you choose not to add the additional data.

Add Per Diem Detail ✕

ENROLL START DATE	ENROLL END DATE	NUMBER OF DAYS	DISABILITY CONDITIONS
			-- Select One --

⊗ Cancel   ⊘ ADD

If any dates entered are outside the application period, or the number of days is greater than the days between the start and end date, a pop-up box will alert you as shown below. Data will not be accepted for the edit or addition until the data is corrected and appropriate.

Add Per Diem Deta | **System Information** ✕ | ✕

The number of days is greater than the days between start date and end date

Close

ENROLL START DATE				
11/02/2021	11/18/2021	100	Cognitive Disabilities	

⊗ Cancel   ⊘ ADD

APPLICATION Tab

The APPLICATION tab contains student information such as educating district, grade level, and application status. If you believe any of the information on the APPLICATION tab is incorrect, contact your area coordinator. The area coordinator may request documentation to support your request prior to making the change. The user may click the question mark icon to access contact information for the school districts.

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DOCS Tab

This tab is used to attach, view, and manage supporting documentation for the application reported. No documentation is required for per diem costs but is available for use if needed.

To add documentation, click the Upload Document(s) button. Select the document type you want to attach from the choices in the drop-down menu under Document Type. After choosing the document type, drag and drop the files you wish to upload into the box shown below or click in the box to browse your computer for files. Once the document uploaded, it will show in the box below. When you have finished adding documents, click the Close button at the bottom right of the box.

After clicking Close, the document(s) you just uploaded will be shown on the DOCS tab.

Please keep documentation to a minimum as there is limited space available for documentation upload. If additional information is requested by the school district, please email the school district.

To delete documentation, select the box next to the document you wish to delete then click the Delete Document(s) button.

Once the per diem tab has been reviewed (and edited if necessary), and any documents have been attached to the student file, the application is ready to submit to the resident district.

COMMENTS/HISTORY Tab

If there are any notes between the resident district, educating district, and/or area coordinator, they can be found in the COMMENTS/HISTORY tab of the individual student application. Comments can be added by clicking the Add New Subject button below.

Submitting Applications

DATA ENTRY – PER DIEM ROLE

A user with a "Data Entry – Per Diem" role in OEDS does **not** have permission to submit the per diem application. Instead, users with the data entry role can update the status of the application to *District Reviewed,* which indicates the application is ready for the superintendent or treasurer to review. This is done by clicking on the PER DIEM tab and clicking the Educating District Reviewed button. Documents with a status of *District Reviewed* indicates to the treasurer or superintendent the application is ready for review and either the treasurer or superintendent can submit the application. For information regarding role duties/permissions, please refer to WHICH ROLES CAN CHANGE AN APPLICATION STATUS of the manual.

EDUCATING DISTRICT	RESIDENT DISTRICT	STATUS	AUTO APPROVE DATE	ACTIONS	DETAILS
043802, Columbus City School District	043489, Akron City	Correction Needed	10/13/2021	Withdraw Educating District Reviewed	Details

TREASURER AND SUPERINTENDENT ROLES

Treasurers *or* superintendents can submit an application that is in the *Started* or *District Reviewed* status. It is not necessary for both the superintendent and treasurer to submit an application. By submitting a per diem application, the superintendent or treasurer is certifying -, to the best of his or her knowledge, the student meets the program's eligibility criteria, and the reported costs are legitimate and accurate. To submit the application, go to the PER DIEM tab and click the Submit button. Each student application must be submitted separately. They cannot be submitted in bulk.

EDUCATING DISTRICT	RESIDENT DISTRICT	STATUS	AUTO APPROVE DATE	ACTIONS	DETAILS
043844, Dayton City	043711, Canton City	Started		Submit Withdraw	Details

Once an application has been submitted, the status will change to *Submitted,* as shown below, along with the auto-approve date. The date/time stamp also will be added to the History box at the bottom of the page. Once submitted, you will see a date under the Auto Approve Date heading. This date is 30 calendar days after the date of submission and is the date on which the application automatically will be approved for payment unless the application is in *Correction Needed* or *ODE On Hold* status. Monitor submitted applications regularly until approved by the resident district. If the resident district places an application in *Correction Needed* status, an email is sent to all OEDS roles listed in the excess cost system for the district.

Application	Per Diem	Docs	Comments / History

EDUCATING DISTRICT	RESIDENT DISTRICT	STATUS	AUTO APPROVE DATE	ACTIONS	DETAILS
043844, Dayton City	043802, Columbus City School District	Data Issue			Details
043786, Cleveland Municipal	043778, Claymont City	Submitted	09/23/2021	Need Correction Approve	Details

History

8/24/2021 11:15:50 AM - District Superintendent - Submitted
8/24/2021 11:14:58 AM - James Lambert - Started
8/24/2021 11:14:06 AM - District Superintendent - Data Issue

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Resident District

What happens after an application has been submitted by the educating district?

At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications that were submitted or **resubmitted that day.** Verify via the search function, as the resident district, that the students are **eligible for per diem funding and review related per diem costs.**

The resident district reviews the submitted applications and has three choices:
1. Approve the application, which changes status to *Approved.*
2. Return application for correction, which changes status to *Correction Needed.*
3. Do nothing. If the resident district does not act within 30 days of the application being submitted, the system automatically **will** approve the application**.**

APPLICATION READY TO BE *APPROVED* BY RESIDENT DISTRICT
Only persons with superintendent or treasurer roles will be able to approve applications. Those with the data entry role cannot. If the resident district agrees with the application, either the superintendent or treasurer may go into the individual application and click Approve on the PER DIEM tab. If no action is taken, the system will approve the application automatically through the 30-day auto-approval timer.

APPLICATION CHANGED BY RESIDENT DISTRICT TO *CORRECTION NEEDED*
Only persons with superintendent or treasurer roles will be able to return applications. The data entry role cannot return an application to the educating district.

If the resident district does not agree with something submitted on the per diem application, it can change the status to *Correction Needed.* A comment must be included when a resident district returns an application.

At the end of the day, the educating entity will get a bulk email listing the SSIDs of all applications returned for correction.

To change to *Correction Needed* status, you must click on the Need Correction button on the PER DIEM tab.

WHAT IF THE RESIDENT DISTRICT DOES NOTHING WITH A SUBMITTED APPLICATION?
If the resident district does not act within 30 days of the application being submitted, the system automatically approves the application.

Applications have an original submission date on them. The district will know- 30 days after the original submission date, the application automatically will be approved unless it is in *Correction Needed* status or the Department places the application *ODE On Hold*.

The resident district will receive an email ten days and five days prior to the system automatically approving an application.

APPLICATION CHANGED TO *ODE ON HOLD*
An application should only be in *ODE On Hold* status when either the educating district or resident district requests assistance from the area coordinator. Only the area coordinator can place an application in *ODE On Hold* status. When an application is put on hold, the educating and resident districts will receive email notification.

Only the area coordinator can approve or return applications put on hold and will include comments. Area coordinators can edit the APPLICATION tab before approving or returning for correction, but only the educating district can change costs.

EDUCATING DISTRICT REVIEWS APPLICATION RETURNED BY THE RESIDENT DISTRICT

Both educating and resident districts should work together to resolve applications in *Correction Needed* and *ODE On Hold* statuses. The system will display contact information for districts associated with the application. The comment section is for general comments and is not intended to be an absolute mode of communication between districts. If after formal communication with the educating/resident district a resolution cannot be obtained, please contact your area coordinator.

The educating district *may* edit and attach supporting documents to returned applications but *must* resubmit the application to be paid.

Resubmitting an application will change the status to *Submitted* and will restart the 30-day auto-approval timer. SSIDs of resubmitted applications will be included in the batch email sent to the resident district daily. The resident district may approve resubmitted applications or, if no action is taken, the system will approve the application automatically through the 30-day auto-approval timer.

The educating district will have the ability to withdraw the application.

RETURNED APPLICATION BEING RESUBMITTED

If a returned application is resubmitted, the resident district has the same three choices as before.
- Within the 30-day window, applications can be returned and resubmitted any number of times.
- Any application with *Correction Needed* status will be put on hold 30 days after the initial submission date.
- Any application resubmitted and not approved by the resident district will be approved or put in *ODE On Hold* status after the 30th day from the original submission date.

After 30 days from the initial submission date, all valid applications that were resubmitted will be auto-approved.

Ohio | **Department** of Education