EXTRAORDINARY COST FUND APPLICATION PROCESS

Department of Education
April, 2015
2015 ECF Application Timeline

- **April 10** – ECF web application is available to begin to complete an application for funding.
- **April 30** – Last day to submit an application
- **First Week of May** – ECF board meeting to review all applications
- **Second Week of May** – District notified regarding funding status
- **May 26** – Approved ECF included in May state aid.
- **June state aid** – If necessary, payment of ECF reconsiderations.
How Do I know if my district is eligible for ECF?

• An eligible school district:
  • Levies for special education at the maximum levy allowed;
  • Does NOT participate in the current year or the past 3 years State and Local funds for a Coordinated Early Intervening Services (CEIS) program;
  • Does NOT participate CEIS (federal funds) in the current year; and
  • Does NOT have any outstanding deficiencies pursuant to ARSD chapter 24:05:20
How do I apply?

- There are three types of applications:
  - High Cost Student Application
  - High Cost Program Application
  - Supplemental Aid Application
High Cost Student Application

• The HIGH COST STUDENT application has the highest priority status for funding purposes.

• An application for a high cost student must reflect expenditures to serve this student that are at least twice the funding level of the student. For example if the student’s primary disability is Cognitive Disability (level 2) the reported expenditures in FY2015 must be at least $23,603.
High Cost Student Application

- See the below chart to determine twice the funding level threshold:

| Level 1 = Mild Disability (count is calculated by determining 10.04% of Fall 2013 state aid fall enrollment) |
| Level 2 = Cognitive Disability, Emotionally Disturbed |
| Level 3 = Hearing Loss, Deafness, Vision Loss, Deaf-Blind, Orthopedic Impairment, Traumatic Brain Injury |
| Level 4 = Autism |
| Level 5 = Multiple Disability (must include 2 or more disabilities in levels 2, 3 or 4, not including Deaf-Blind) |
| Level 6 = Prolonged Assistance |

<table>
<thead>
<tr>
<th>Special Education Aid Allocations:</th>
<th>FY2015</th>
<th>High Cost Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Disability (10.04% of student count)</td>
<td>$4,801 x 2 =</td>
<td>$9,601</td>
</tr>
<tr>
<td>Level 2 Disability (child count)</td>
<td>$11,801 x 2 =</td>
<td>$23,603</td>
</tr>
<tr>
<td>Level 3 Disability (child count)</td>
<td>$15,689 x 2 =</td>
<td>$31,377</td>
</tr>
<tr>
<td>Level 4 Disability (child count)</td>
<td>$14,008 x 2 =</td>
<td>$28,016</td>
</tr>
<tr>
<td>Level 5 Disability (child count)</td>
<td>$21,211 x 2 =</td>
<td>$42,421</td>
</tr>
<tr>
<td>Level 6 Disability (child count)</td>
<td>$7,644 x 2 =</td>
<td>$15,288</td>
</tr>
</tbody>
</table>
High Cost Program Application

- A HIGH COST PROGRAM application may be appropriate if the district does not have high cost students but due to the intensity, cost of services or number of level 1 students the current funding provided is not sufficient.
- To be eligible to submit a HIGH COST PROGRAM application, the funding request must exceed $50,000.
- This application requires the district to analyze their current program and document the need for additional funding.
- A school district may not apply for either a High Cost Student or Supplemental Aid if using the High Cost Program option.
Supplemental Aid Application

- This application is an option for a school district that may need less than $50,000 to balance their special education budget.
- **NOTE:** the total appropriation for ECF is $4,000,000 and carryover from FY2014 is $828,665 only ten percent (10% = $408,286) may be used to fund SUPPLEMENTAL AID applications. If the requested amount exceeds the 10% threshold, all districts requesting ECF using the SUPPLEMENTAL AID application may be prorated.
- A school district may apply using both a HIGH COST STUDENT and SUPPLEMENTAL AID application.
Funding Worksheet

• The FUNDING WORKSHEET will determine the final amount of funding that will be requested by the school district.

• This worksheet has been prefilled with many of the known revenues available to the school district. The amounts reflected on the application portion of this program will also be included.

• The school district will complete the remaining blank data fields (additional revenues and projected expenditures).
The FUNDING WORKSHEET calculations will reduce a request for ECF funding when:

- The additional ECF funds requested will cause the district to exceed the allowable ending fund balance (10% of the annual expenditures); or

- The additional ECF funds requested will cause the district to “grow” or increase their special education fund balance.
Logging into ECF application program

• Logins and passwords are the same as what was used for December 2014 Child Count.

• Access to the ECF application is available at the below web site:
  • [http://www.doe.sd.gov/ofm/exordinincost.aspx](http://www.doe.sd.gov/ofm/exordinincost.aspx)

• Click on DE61ExtraordinaryCostFund
Getting Started

• Once logged into the ECF application:
  • Click on Actions & Change Year to view a prior year application
  • Or go directly to General Information to begin your application for 2015
General Information

• This information will be carried forward to other applications as needed…complete all data fields, click on SAVE
<table>
<thead>
<tr>
<th>District Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact First Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Last Name:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous School Year's Child Count</th>
<th>Current School Year's Child Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Federal Child Count (ages 3-21)</td>
<td>136</td>
</tr>
<tr>
<td>Child Count by Funding Level</td>
<td>Current School Year's Child Count</td>
</tr>
<tr>
<td>Level 1</td>
<td>110</td>
</tr>
<tr>
<td>Level 2</td>
<td>11</td>
</tr>
<tr>
<td>Level 3</td>
<td>4</td>
</tr>
<tr>
<td>Level 4</td>
<td>6</td>
</tr>
<tr>
<td>Level 5</td>
<td>5</td>
</tr>
<tr>
<td>Level 6 (ages 0-2)</td>
<td>4</td>
</tr>
</tbody>
</table>

- Does the district purchase SE or SE and related services from a cooperative? [Yes] [No]
- Does the district participate in a cooperative project? [Yes] [No]
- How many SE students are/were enrolled in day programs during this fiscal year? [15.4%]
- How many SE students are/were enrolled in residential programs during this fiscal year? [86,215]
- Number of approved open enrolled students provided SE instruction or related services: [Yes] [No]
- Percentage of SE students in this current school year: [Yes] [No]
- Amount of Extraordinary Cost Funds paid to the district in the prior fiscal year: [Yes] [No]
- Has the district accessed Medicaid funding or other 3rd party funding for all eligible students, this fiscal year? [Yes] [No]
- District is using DLA/School Accounting Manual to report and code SE revenues/expenditures? [Yes] [No]
- Total Estimated Special Education Expenditures for Current Fiscal Year: [Yes] [No]
- Total Estimated Means of Finance for Current Fiscal Year: [Yes] [No]
Select Application Type

- Once the GENERAL INFORMATION screen has been completed and SAVED....select the appropriate application.
Supplemental Aid Application

- Fill in all data fields (all fields must be completed - value may be $0)
- **Calculate** Button – determines the amount of ECF requested by the district
- **Save** Button – saves your data entries
- **Submit** Button – both SAVES and SUBMITS application – allows district to continue to next step in application process
High Cost Student

- On the Applications screen – select “Extraordinary High Cost Student Application”
- Click ADD button to enter data for a student.
High Cost Student cont.

- Enter student information: state ID#, DOB, primary disability, etc.
High Cost Student cont.

- Click on each of the blue expenditure descriptions (1-4).
- Enter expenditures to serve this student on each of these screens. The totals will prefill to the main screen of this application.
- When all revenue/expenditure data has been completed.
  - Save button – will save all data entries
  - Submit button – will both SAVE and SUBMIT this application. Another student application may be added or you may continue on to the Funding Worksheet portion of the application.
High Cost Student Cont.  (instructional costs)

- Special Education Instructional Services data entry:

<table>
<thead>
<tr>
<th>Service</th>
<th># Days</th>
<th>Daily Tuition Rate</th>
<th>Total Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of District Tuition (1223, 1224)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>In-District Special Education Instruction (1221, 1222, 1225, 1226, 1227)</td>
<td></td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Instructional Aide (1221, 1222, 1226)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>
High cost student cont. (Related services cost)

- Related Services data entry screen:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>#Hours</th>
<th>Hourly Rate</th>
<th>Total Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Therapy-2150s</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Occupational Therapy-2172</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Physical Therapy-2171</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Nursing/Health Services - 2130s</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Audiology Services-2160s</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Psychological Services-2140s</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Counseling Services-2120s</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Orientation &amp; Mobility Services-2180s</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Therapy Services- 2173/2179</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th># Days</th>
<th>Daily Rate</th>
<th>Total Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation - 2731 -2745</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total: $0
High Cost Student cont. (Residential costs)

- Residential Costs data entry screen:

<table>
<thead>
<tr>
<th>Residential Costs (object 391)</th>
<th>Total Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of District Residential Costs</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># Days</th>
<th>Daily Rate</th>
<th>Total Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Buttons: Cancel, Save
High Cost Student Cont.  (Assistive technology/other services costs)

• Assistive Technology/Other Services data entry:

**Assistive Technology/Other Services**

Other SE Costs - 2751-2765
Do NOT include residential costs.

Current Year Cost Assistive Technology 
(as outlined on student's IEP)

[Cancel]  [Save]

[Total Cost]
High Cost Program

- Complete this portion of the application first.
High Cost Program cont.

- After clicking the CALCULATE button, there are eight questions about the special education program in your district.
High Cost Program cont.

• Questions 5-8….
Funding Worksheet

• After choosing SUBMIT on the HIGH COST PROGRAM Application – the next step in the application process is to complete the FUNDING WORKSHEET.

• This worksheet is very similar to the funding worksheet in the old application process – but now the total means of finance will include the funding calculated on the submitted ECF applications.

• From the calculations on this worksheet a final ECF request will be determined. The final ECF request will allow a district to maintain an amount equal to the beginning fund balance as long as it is less than 10% of the annual expenditures but will not allow the district to grow their fund balance or exceed the 10% fund balance limitation.
• See below example…funding amount requested on HIGH COST PROGRAM, see adjustment to application amount.
Funding Worksheet cont.

• When the FUNDING WORKSHEET is complete…click SUBMIT and the program will proceed to the ECF UPLOAD screen.

• If submitting either HIGH COST PROGRAM or SUPPLEMENTAL AID applications the school district must upload both REVENUE and EXPENDITURE to date reports. Uploads may be either PDF or Excel.

• If submitting HIGH COST STUDENT application(s) in addition to the REVENUE/EXPENDITURE reports the student’s IEP must also be uploaded (PDF only).
ECF UPLOAD

• See below upload options....
ECF UPLOAD COMPLETE

• The uploaded files will be renamed and will appear as follows:
  YearDistrictNumberEXP.xlsx or if uploading an IEP the format is
  StudentStateID#IEPYearDistrictNumber (123456789IEP201567001.pdf)
Final Submit

• After completing each of the following:
  - General Information
  - Selected Application Type(s)
  - Funding Worksheet
  - ECF Upload

• Select FINAL SUBMIT from the menu on the left hand side of the screen…
Certification Form

• After clicking on the FINAL SUBMIT button a CERTIFICATION statement form should be opened, printed and signed by
  - School District Superintendent
  - School District Business Official
  - School District Special Education Director

• This signed form must be returned to the Department of Education before the ECF board meeting. No funding will be paid to the school district until we have this signed certification form.
Certification Form

Test District 67-1

ECF Certification

3/10/2014

Total ECF Requested: $96,540

I certify that the information provided in this application is complete and correct to the best of my knowledge. The district will repay any amount received that is in excess of the allowable ending fund balance as per SDCL 13-37-40.1.

District Superintendent


District Business Official


District Special Education Director


Date


Date


Date


Please return this signed certification to:

Department of Education
Attn: Office of State Aid & School Finance
800 Governors Drive
Pierre, SD 57501-2294
Reconsideration

• If your school district is not approved for ECF or the amount of funds requested is modified – the district may request a “reconsideration”. The district’s request for reconsideration must be submitted in writing within 10 days of receiving their notification. The secretary may request additional information and must respond to the request within 10 days.

• If a school district is approved thru the reconsideration process the funding will paid to the district with June state aid.
How do I get started?

• Is the estimated ending fund balance for my district’s special education fund 10% or less?
  
  - If **NO**, maybe not worth the effort? Additional funding may result in a penalty in 2016 SE funding for exceeding allowable fund balance or the amount of ECF final request could be significantly reduced.
  
  - If **YES**, your district may benefit from an ECF application and it is worth the effort to consider an application.
How do I get started?

• OK, it may be worth checking out…but which application is the best fit for my district?
  - High Cost Student Application…
    - Does the district have high cost students placed out of district?
    - Does the district have an specific student(s) for which the district is expending at least twice the funding allocation recognized for their primary disability?
      - If NO, maybe the High Cost Student Application isn’t the best fit, check out either a High Cost Program or Supplemental Aid application.
      - If YES, review and gather the required information needed for each high cost student.
How do I get started?

• High Cost Student application wasn’t a good fit…how much funding is needed to serve our special education students this fiscal year?
  
  ❑ Is the funding needed > or < $50,000?
    
    ❑ If LESS THAN $50,000, the Supplemental Aid application may be a good fit. Review the information needed for this type of application. This application is short, simple and easy to complete!

    ❑ If GREATER THAN $50,000, the High Cost program is the option for your district.
How do I get started?

• Other Helpful Hints to get Started…
  ❑ Don’t try and tackle the application alone! A successful application needs the attention of both the school business official AND the special education director.
  ❑ If submitting an application for a High Cost Student, make sure all expenditures are supported by the student’s IEP.
  ❑ Allow sufficient time to complete the application. Review the required information, gather the data and choose the best application option for your district.
  ❑ If you have questions…
    ❑ Trouble with application or fiscal questions
      ❑ Contact either Susan Woodmansey (773-4748) or Bobbi Leiferman (773-5407)
    ❑ Program or IEP questions
      ❑ Contact Linda Turner (773-3327)