south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

EXTRAORDINARY COST FUND APPLICATION PROCESS

March, 2021

Department of Education

2020 ECF Application Timeline

- April 1st – ECF application is available to begin to complete an application for funding.
- April 30th – Last day to submit an application
- May 12th – ECF board meeting to review all applications
- May 17-21 – District notified regarding funding status
- May State Aid – Approved ECF included in monthly state aid
- June State Aid – If necessary, payment of ECF reconsiderations

Is My District Eligible to Apply for ECF?

- An eligible school district
  - Levies for special education at the maximum levy (Pay 2021 = $1.684);
  - Does **NOT** participate in the current year or the past 3 years in Coordinated Early Intervening Services (CEIS) using State/Local funds;
  - Does **NOT** participate in CEIS (Federal Funds) in the current year; and
  - Does **NOT** have any outstanding deficiencies pursuant to ARSD Chapter 24:05:20.

Getting Started.....

- Don't try to tackle this application alone! A successful application needs the attention of BOTH the business official and the special education director.

- Allow sufficient time to complete the application. Review the application types and determine the best fit for your district. Review the requested information and gather the required data.

Getting Started….

- What is the estimated ending SE fund balance percentage for your district? Could the additional funding grow your fund balance or push your percentage over 10%?
    - If the answer is YES, receiving ECF funding may result in repaying the ECF received.
- Review expenditures – does the district have high cost students for which the costs are twice the funding level (typically these are out of district placed students)?
- If the district's funding request is less than $50,000 then the SUPPLEMENTAL AID application may be best option.
- Click on High Cost Program and review the description – does this describe the situation in your district?

I Want to Apply – Which Application Type Shall I Use?

- There are 3 types of applications:
  - High Cost Student
  - High Cost Program
  - Supplemental Aid

High Cost Student (HCS) 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 for the student.
  - Example: Student's primary disability is Cognitive Disability, level 2 = $14,655
  - Reported expenditures for this student must be at least $29,310 ($14,655 x 2)

High Cost Student Application

See below chart:

Funding Levels:
Level 1 = mild disability (speech/language, other health impaired, specific learning disability, developmental delay) 10% of ADM
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 (2 or more disabilities from levels2,3,4 not including deaf-blind)
Level 6 = prolonged assistance

Special Education Aid Allocations	FY2021 (adj)
Level **1** Disability (% of ADM)	10% $6,152
Level **2** Disability (child count)	$14,655
Level **3** Disability (child count)	$19,194
Level **4** Disability (child count)	$15,405
Level **5** Disability (child count)	$32,348
Level **6** Disability (child count)	$8,261

High Cost Program (HCP) 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 the number of level 1 students the current funding 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.
- When using the HCP application a school district may not also apply for either a high cost student or supplemental aid.

Supplemental Aid Application

- The SUPPLEMENTAL AID application is an option for a school district that may need less than $50,000 to balance their special education budget.
- **NOTE:** Only 10% of the total appropriation for ECF may be used to fund supplemental aid applications. If the amount exceeds 10%, all districts that have submitted supplemental aid applications will be prorated.
- A school district may apply for ECF using both a HIGH COST STUDENT and SUPPLMENTAL AID applications.

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 (other revenues received and projected expenditures).

Funding Worksheet Continued

- The FUNDING WORKSHEET calculations will reduce a request for ECF 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 "grow/increase" their special education fund balance.

- ECF is intended to help pay current year expenditures and therefore ECF funding worksheet will not fund prior year negative fund balances. If a district has a negative beginning fund balance the calculations will assume a beginning fund balance of $0.

Logging into ECF application program

- Login and password are the same as used for child count.*

- Link to ECF application program is:

https://doe.sd.gov/ofm/statefunding.aspx

Under DOCUMENTS, click on Extraordinary Cost Fund Application

***Check with SE director – if contacted DOE can reset password.**

- After clicking on ECF application; click on

DE61ExtraordinaryCostFund

- Once logged into the ECF program, click on ACTIONS
  - Select School Year
  - Select District

Steps to Submit an ECF Application

- ✓ Step 1 General Information
- ✓ Step 2 Select Application Type
- ✓ Step 3 Complete the Application
- ✓ Step 4 Funding Worksheet
- ✓ Step 5 Upload Data Files
- ✓ Step 6 Final Submit
- ✓ Step 7 Certification Form

Step 1: General Information

- From the blue menu bar on left hand side of the screen, click on GENERAL INFORMATION
- Complete all data fields and then click on “SAVE” at the bottom of the screen.

Step 2: Select Application Type

- On blue menu bar along left hand side of the screen, click on APPLICATIONS
  - All 3 applications types are listed on the screen, select the application type that best fits the situation of the school district.

Step 3A: SUPPLEMENTAL AID

- Complete all data fields (value may be $0)
- If the "Calculate" button at the bottom of the screen is clicked – the funding request amount is displayed (remember this amount is limited to $50,000 or less).
- If the SAVE button is clicked the information entered will be saved.
- If the SUBMIT button is clicked the information entered is saved and submitted. Allowing the district to continue to the next step in the application process.

Step 3B: High Cost Student Application

- If the application type HIGH COST STUDENT is selected, on the following screen the ADD button is clicked to begin the process to enter expenditure data that is specific to an eligible high cost student.

- Data required for a high cost student application includes the state ID for the student, was the student on prior year's child count, was Medicaid funding or any 3rd party funding accessed by the district for this student and expenditures made by the district for services provided to the student.

Step 3B Continue – High Cost Student

- When all expenditure data has been entered:
  - Click on SAVE – to save all entered data
  - Click on SUBMIT – to save and submit this application. Another high cost student application may be added or you may continue on to the FUNDING WORKSHEET portion of the application.
  - A district may enter data for up to 10 high cost students.
  - Expenditures reported for a high cost student include; instructional costs (# days, daily tuition or total in-district instructional expenditures); related services (# hours and hourly rate), transportation, residential costs (# days and daily rate), assistive technology and other special education costs.

Step 3C: High Cost Program Application

- After selecting the HIGH COST PROGRAM application the program will describes a high cost program, the district may click “yes” to proceed with the application or “no” to return to select a different application type.

- If the district wishes to continue and submit a high cost program application, click on the button – Yes, proceed with HCP application.

Step 3C: Continue High Cost Program

- Enter all data fields including the fiscal data fields, click on CALCULATE.
- After clicking CALCULATE the funding requested must exceed $50,000 to continue.
- If the funding amount is $50,000 or greater, provide responses to the following 5 questions and click on SAVE.

Step 4: Funding Worksheet

- Completion of the FUNDING WORKSHEET will determine the overall requested funding from ECF.

- Many data fields are prefilled, complete open data fields and click on CALCULATE. When all information is entered click CALCULATE and then SAVE or SUBMIT if ready to move to next step and upload required data files.

Step 5: Uploading Data Files

- Required supporting documentation upload files for all ECF application types:
  - Most recent month's Revenue Summary Report
  - Most recent month's Expenditure Report by Function
  - Above reports may be in either a PDF or excel format.
- If submitting a high cost student application the student's IEP must also be uploaded (PDF format only).
- The uploaded files will be renamed and will appear as follows:
  - YearDistrictNumberEXP.xlxs or YearDistrictNumberREV.xlxs
  - If uploading an IEP – StudentStateID#IEPYearDistrictNumber

Step 6: Final Submit

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

- Select FINAL SUBMIT from the blue menu bar on left hand side of the screen.

Step 7: Certification Form

- After clicking on the FINAL SUBMIT button a CERTIFICATION statement form will open – print and get signatures from each of the following administrators:
  - School District Superintendent
  - School District Business Official
  - School District Special Education Director

- This signed form <u>must be returned</u> to the Dept. of Education <u>before the ECF board meeting</u>.

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 be paid to the district with the June state aid.