Connecticut State Department of Education- Bureau of Fiscal Services

Special Education Excess Cost Grant User Guide

Version 1.2
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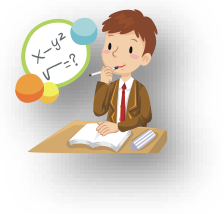

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Objective

This document's purpose is to provide Districts with procedures and guidance for submitting data for this data collection.

The document is organized into four sections:

Handbook or reference guide on purpose of this collection and definition of data collected

Step by step procedures for use of the system

Frequently Asked Questions (FAQs)

Appendix of terminology and references

Documentation Standards
Standards used in this documentation include the following:

- FIELDS displayed on a screen are referenced using ALL CAPS
- Field **values** are highlighted in **bold**
- *Screens* are referenced using *italics*
- **Buttons** or **menu selections** are in **bold**

.

Represents important information or cautionary instructions related to data reporting.

Represents helpful tips and references to other sections of documentation for related topics.

Represents reminders of information previously stated related to the current topic.

Contact Information

Special Education Excess Cost Data Collection

Contact	Name	Email	Phone
Bureau of Fiscal Services (BFS) - Technical Support & Data/Grant Related Questions	Kevin Chambers	Kevin.Chambers@ct.gov	860-713-6455
	David Twedt	David.Twedt@ct.gov	860-713-6492
Legal Questions	Mary Jean Schierberl	Maryjean.Schierberl@ct.gov	860-713-6943

CAUTION: The Family Educational Rights & Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99) prohibits disclosure of personally identifiable information from students' education records.

DO NOT EMAIL STUDENT NAMES. You may email student SASIDs.

Handbook / Reference Guide

Overview

The Special Education Excess Cost Data Collection system is used to collect LEA Excess Cost and State Agency Placement Grant data from school districts. The data collected is used by the Bureau of Fiscal Services to calculate the school district's LEA Excess Cost and/or State Agency Placement Grant, which provides state support for high cost special education placements and select regular education placements.

The initial threshold for which a student is eligible for the Excess Cost grant is referred to as the "Basic Contribution or per pupil expenditure". For **LEA placements** or **students educated within the district** the threshold is equal to the prior year's Net Current Expenditures per Pupil (NCEP) x 4.5. For **placements initiated by a state agency**, e.g., the Department of Children and Families, the threshold is equal to the prior year's NCEP x 1.

Contract information is only required for students with costs over the district's threshold but is recommended that students that are close to the threshold be submitted.

Eligible Students

These are students that are in your districts' PSIS Registration, whom a district believes is eligible for reimbursement. These students can be special education and under certain circumstance general education students. These students are verified through the district's registration of students. Because of this, it is important that all students that you plan to apply for have their nexus district information filed correctly in the registration system.

Time Periods and Deadlines

Collection periods are defined by Connecticut General Statutes (C.G.S.) Section 10-76d. Districts will be notified when the system is available. See Appendix (Timeline for LEA Excess Cost and State Agency Placement Grants) for further information.

- Statutory Deadline is December 1 – First estimated costs
- Statutory Deadline is March 1 – Revised and Additional estimated costs
- Statutory Deadline is September 1 – Unaudited data from the previous year
- Statutory Deadline is January 1 – Audited data from the previous year

District Certification

Before doing this it is the districts responsibility to verify each student entered a STATUS of **1 - Ready to Certify**. To achieve this, all mandatory fields and the report listing contracts that are overlapping must be completed. Additionally, the Summary of Grant Students report must be reviewed for accuracy. Students with any other status are incomplete and will not be counted for the district's grant file.

Managing Student Data (December and March filing only)

There are 2 ways to enter student data: 1) Individual entry and 2) uploading a File (Dec 1 file only).

1. If reporting a grant for a student via hand entry, use the Students and click on your students link and then add a student.
2. If choosing the upload process (December 1 file only), all students can be included in one upload file .

Managing Student Data (Final unaudited and audited)

Once you log into the main screen use the End of Year Expenditure link.

1. If you are updating a record then click on the student's name, make the changes and then save the record.
2. For adding a contract then click on the + sign, enter the data for the new contract and then save the record.

Some Important Grant rules to note:

- Generic codes will not be allowed for Education or Residential fields. If you believe you have a grant for a student placed in a facility that does not have a specific education or resident facility code assigned via PSIS, contact the Bureau of Fiscal Services (BFS) for guidance on eligibility of this grant. **The use of a generic code and all out of state placements will require an Admin Override.**

- If you have a grant for a student placed in unapproved EDUCATION FACILITY due to a Parent Initiated Placement for other than educational reasons or ordered by a Due Process Hearing Officer or Court preceding this will also require an Admin Override. Contact BFS for guidance on eligibility of this grant.

- LEA Placement Grant students (Grant Type 01) cannot be in unapproved facilities. CGS Section 10-76d(10)(d) is clear that in order for a school district to receive payment under CGS Section 10-76g, "each such private school, agency or institution has been approved for special education by the Commissioner of Education or by the appropriate agency for facilities located out of State". This means, if the student is in-state, the facility must be approved by the Department. If the student is out-of-state, the facility must be approved to provide special education and related services by the state in which it sits and the LEA is responsible for providing verification of the facility's approved status.

- There will be a validation check for all reported grants against the Nexus field in PSIS Registration. Therefore, it is essential that all your general education students for whom you intend to apply for a Grant have a Nexus district reported in the PSIS Registration Nexus field. (This is true for all special education students as well, but their status as special education requires the reporting of Nexus.) The reporting of a Nexus district for General education students is a unique rule required for general education students for whom you plan to report a state agency placement grant.

- If an error in reporting is made, you can delete a grant using the delete button within the "View my Grants" list for the Dec. 1 submission. Records which have changes to costs after the Dec. 1 submission should be revised to reflect actual costs for the March 1 submission. Therefore, after Dec. 1 you will not be able to delete a grant; only update fields as appropriate.

- Multiple Contracts - Although a student may have multiple contracts in effect at the same time, this is very rarely the case. More likely, apparent concurrent contracts are the result of changes in a student's status with respect to one or more earlier contracts, leading to the appearance of multiple open contracts.

- It is of the utmost importance that any contracts that are ended prematurely be given a revised Contract End Date, Tuition Costs and total Tuition Days. Other associated data entry items may also need to be adjusted as needed.

Upload Requirements (December 1 filing only)

If districts choose they may upload data directly into the special education Excess Cost collection. Upload of data is accessible during specified periods during the year identified by the collections open and close dates.

Data may be collected using a third-party vendor, database or spreadsheet entry and then uploaded:

- Using a State-defined CSV file format
- Using upload tools accessible from the secure website.

There is one only one upload format for all students whether the student was reported on your October 1 PSIS database, a student that entered your district after October 1 or a general education student that is eligible for Excess Cost funding.

All records (where a student's SASID, LAST NAME, and DOB can be verified) that you upload will be entered into the system. If there are errors the record will be given a STATUS CODE of 4. Error messages for each of the student entries are displayed on the screen after the upload is processed. Save error messages report to your computer. You can correct the errors in the upload file and re-upload, or you can go into each student's individual record in or request an admin override for the records when needed.

The upload process will not give you a report of students that would require an admin override.

NOTE: There are no naming conventions for the CSV file upload, but it should be easily recognizable to the district. There should be no header rows in the CSV file when uploading.

Districts can also use the Grant Template as a method for uploading information. This template can be found on the Main Menu of the Special Education Data Collection.

CAUTION: Every time you upload you replace the previously saved data. If corrections are made online, and the file is uploaded afterward, the online changes are overwritten with the data in the file. Please be sure to download your data each time changes are made online, if you want this data to be saved and updated on your local system for future use.

SUGGESTED: After your file is uploaded, save the error messages report to your computer.

Record Layout

Data Types:
Char - Character, Alphanumeric
Num - Numeric
Date - MM/DD/YYYY date where "MM" = Month, "DD" = Day, "YYYY" = Year

Requirements:
Mandatory – If this field is not complete an error is generated.
Optional –Districts have the option to report this field or leave it blank.
Recommended – We recommend that this field be reported, but the district has the option to or leave it blank.
Conditional – This field may be required depending upon the response to a related field.
Disallowed – Districts may not report this field for this submission.

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
1.	SASID	A		1	10	10	M	10-digit number. SASID must be assigned to a student prior to this collection.
2.	Last Name	B		11	45	35	M	Character field allowing a dash, period, space and apostrophe. Must be the same as reported in PSIS.
3.	Date Of Birth	C		46	53	10	M	MM/DD/YYYY. Must be the same as Reported in PSIS
4.	Nexus District	D		56	58	3	M	PSIS Nexus District
5.	Contract Sequence Number	E		59	60	2	M	Must be entered if there are multiple contracts for this grant. Default = 01.
6.	Contract Start	F		61	70	10	M	MM/DD/YYYY. First Day of the Contract.
7.	Contract End	G		71	80	10	M	MM/DD/YYYY. Last day of the contract.
8.	Primary Disability	H		81	82	2	M	See list under Data Fields.
9.	No Nexus Status for Grant 3b	I		83	83	1	C	Y/N to identify no nexus status for Grant 3b only.
10.	Placing Agency Code	J		84	86	3	M	Valid Nexus District or State Agency Code
11.	Education Facility Code	K		87	93	7	M	Valid PSIS Facility Code.
12.	Tuition Costs	L		94	100	7	M	Total tuition costs for the contract.
13.	Tuition Days	M		101	103	3	M	Total educational days covered by the contract.
14.	Transportation Costs	N		104	109	6	O	Transportation costs associated with fulfillment of contract.
15.	Residential Facility Code	O		110	116	7	C	Location student will live during contract.
16.	Room / Board Costs	P		117	123	7	C	Costs of housing student under this contract.
17.	Room / Board Days	Q		124	126	3	C	Total Days student will be housed under this contract.
18.	Signed Contract	R		127	129	3	M	Is there a signed contract (YES/NO)
19.	End of Record Marker	S		130	130	1	M	X
20.								

REMEMBER: Upload must be a Comma Separated Value (CSV) file format. All fields are character (Excel format of **Text**) and are to retain leading zeroes, especially dates. Remember to close the file before attempting to upload.

NOTE: There are no naming conventions for the CSV file upload, but it should be easily recognizable to the district. There should be no header rows in the CSV file and an X at the end of every case as a marker when uploading.

Districts may use the Grant Template link that can be found on the home page section as a method for uploading information.

Data Fields

Following is a list of fields and guidance for reporting data for your students with disabilities.

NOTE: Fields are presented in the order of SEECG screens.

NEXUS DISTRICT

The District with fiscal responsibility for the student where costs may make the student eligible for LEA Excess Cost or State Agency Placement Grants.

Rules

- ❑ Required to certify a grant record.
- ❑ Must be a valid nexus district (001-219).
- ❑ If a student attends an Open Choice School District, the receiving district is the nexus and reports the student for the SEDAC October 1 Federal Child Count. For the Excess Cost Grant they will bill back the sending district, which can then apply for the grant.

Values

- Nexus District 001-219

Source

- PSIS Registration

SASID

The State Assigned Student Identifier (SASID) established in the PSIS REGISTRATION system for your student.
This is a unique 10-digit numeric code assigned to each student.
Reporting in the field conforms to PSIS REGISTRATION rules.

Rules

- ❑ SASID must be assigned to a student before entry

Values

- N/A

Source

- PSIS Registration

LAST NAME

The student's legal last name.

Rules

- ❑ Must match most recent PSIS REGISTRATION record
- ❑ Dash, period, space and apostrophe are allowed

Values

- N/A

Source

- PSIS Registration

DATE OF BIRTH

Student's date of birth.

Rules

- ❑ Must match most recent PSIS Registration record

Values

- MM/DD/YYYY, where MM is Month, DD is Day, YYYY is Year

Source

- PSIS Registration

PRIMARY DISABILITY

The disability which is most indicative of the student's primary disability. Use one of the disabilities eligible for special education services under IDEA or Connecticut statutes.

Rules

- ❑ Required to certify a grant record.
- ❑ If GRANT TYPE 01, 02, 3a or 3b, disability code cannot be **18-General education**.
- ❑ If GRANT TYPE 04, PRIMARY DISABILITY must be **18-General education**.

Values

- 01-Intellectual Disability
- 02-Hearing Impairment (Deaf or Hard of Hearing)
- 03-Speech or Language Impairment
- 04-Visual Impairment
- 05-Emotional Disturbance
- 06-Orthopedic Impairment
- 07-Other Health Impairment (OHI)
- 7A-ADD/ADHD - (Sub-Category of OHI)
- 08-Specific Learning Disability
- 8A- Specific Learning Disability/Dyslexia
- 09-Deaf-Blindness
- 10-Multiple Disabilities
- 11-Autism
- 12-Traumatic Brain Injury (TBI)
- 15-Developmental Delay (Ages 3-5 only)
- **18-General education/State Agency Placed**
  - **used only to apply for Grant Type 04**

Source

- ED634/ **IEP Page 1**

CONTRACT SEQUENCE NUMBER

The number of contracts assigned to each student. Students can have more than one contract and Grant Type. See Prorated Excess Cost Grants section in Appendix (LEA Excess Cost and State Agency Placement Grants).

Rules

- ❑ Required to certify a grant record.
- ❑ Default is 01.

Values

- N/A

Source

- Hand-entry: System will generate CONTRACT SEQUENCE NUMBER.
- Upload: must be entered in upload file, start with 01. If there are multiple contracts for a student the CONTRACT SEQUENCE NUMBER should increase in sequential order (e.g. 01, 02, 03, 04 etc.). If a student has 4 contracts and the sequence number for each contract says 01, during the upload process each grant will upload over the previous grant, therefore only 1 contract will actually be uploaded.

CONTRACT START

The start date of contracted services for the current school year.

Rules

- ❑ Required to certify a grant record.
- ❑ Contract Start Date cannot be before July 1 of the current school year.
- ❑ Contract Start Date cannot be after March 1 of the current school year if only one contract is entered.

Values

- MM/DD/YYYY, where MM is Month, DD is Day, YYYY is Year

Source

- N/A

CONTRACT END

The end date of contracted services for the current school year.

Rules

- ❑ Required to certify a grant record.
- ❑ Contract End Date cannot be before Contract Start Date.
- ❑ Contract End Date cannot be after June 30 of the current school year.

Values

- MM/DD/YYYY, where MM is Month, DD is Day, YYYY is Year

Source

- N/A

PLACING AGENCY CODE

The PLACING AGENCY is the party that placed the student in the LEA, the Nexus District has the legal responsibility to identify and educate a student - regardless of where the education actually takes place. The Nexus District is responsible for completing and submitting to the Department for reimbursement.

Rules

- ❑ Required to certify a grant record.
- ❑ When parents make a placement and the district accepts responsibility the LEA is the placing agency
- ❑ If Grant Type 01, must be the same as the Nexus District. Valid Nexus district codes range from 001 to 219. See Appendix (Nexus Districts). For example, if Andover (001) is the Nexus District, the correct Placing Agency Code is 001.
- ❑ If Grant Type 02, 3a, 3b or 04, the Placing Agency must be a valid State Agency code. See Appendix (State Agencies Responsible for Placement).

Values

- ❑ Nexus District 001-219 for Grant Type 01
- ❑ 337, 347, 349, 950, 954 for Grant Type 02, 3a, 3b or 04

Source

- ❑ N/A

NO NEXUS STATUS

The nexus status of Grant Type 3b students. See Appendix (LEA Excess Cost and State Agency Placement Grants) for further discussion of Grant Type 3b **(At this time there are no known students that fit this description).**

Rules

- ❑ Required if Grant Type 3b students only.
- ❑ This field must be blank for Grant Type 01, 02, 3a, and 04.

Values

- ▪ Y/N

Source

- ▪ DCF 603

The school attended by the student for the contract being entered.

EDUCATION FACILITY CODE

Rules

- ❑ Required to certify a grant record.
- ❑ Districts **can** apply for an LEA Excess Cost Grant for high-cost students that attend school in the district.
- ❑ Districts **cannot** apply for an LEA Excess Cost Grant for students out-placed into in-state facilities that are not approved by the Connecticut State Department of Education.
- ❑ If the LEA places a student out-of-state, the LEA must provide proof that the facility is approved in that state.

Values

- Valid PSIS Facility Code. For a listing of facility codes refer to Facility Codes under PSIS Reference Guide. Facility Codes and Non-Public and Out of State Facilities.
- Note: The facility codes in this list include generic codes which are not allowed, use of a generic code will require an Admin Override.

Source

- N/A

TUITION COSTS

The Tuition Costs for education and related services. Do not report legal costs. Refer to Appendix (LEA Excess Cost (Grant Type 01) – Allowable Costs) for more guidance on reporting costs for high cost in-district students. Refer to Appendix (Reporting Costs under the Single Cost Accounting System (SCAS)) for more guidance on reporting costs under the Single Cost Accounting System). The latest list of programs that are subject to SCAS rate calculation is available at: https://portal.ct.gov/SDE/Special-Education/Approved-Private-Special-Education-Programs and then click on the PDF document for Per Diem Rates.

Warning Messages about Tuition Costs

Users will receive and be required to verify Warning Messages if:

- Tuition Costs are below 1000.
- Tuition Costs are higher than 250000.

Rules

- ❑ Required to certify a grant record.
- ❑ If a student requires an aide/paraprofessional during both **transportation and the school day**, report costs in TUITION COSTS.
- ❑ If a student requires an aide/paraprofessional during transportation **only** (i.e. the aide/paraprofessional does not spend any time with the student during the school day), report the cost of the aide/paraprofessional in TRANSPORTATION COSTS.

Values

- 1 to 750000
- No characters (e.g. “$”, “,”) will be accepted in this field

Source

- N/A

TUITION DAYS

The Tuition Days covered by the contract.

Warning Messages about Tuition Days

Users will receive and be required to verify Warning Messages if:

- TUITION DAYS are greater than 250.
- TUITION DAYS are less than 10.
- TUITION COSTS divided by TUITION DAYS (daily tuition costs) is greater than 1250.

Rules

- ❑ Required to certify a grant record.
- ❑ TUITION DAYS cannot be blank if Tuition Costs are reported.
- ❑ TUITION DAYS cannot be greater than the number of days within the reported Contract period
  - From CONTRACT START DATE to CONTRACT END DATE.

Values

- 1 to 365

Source

- N/A

TRANSPORTATION COSTS

The Transportation Costs covered by the contract.

Warning Messages about Transportation Costs
Users will receive and be required to verify Warning Messages if:

- TRANSPORTATION COSTS are greater than 75000.
- TRANSPORTATION COSTS divided by TUITION DAYS (daily transportation costs) is greater than 750.

Rules

- ❑ Can be blank.
- ❑ If a student requires an aide/paraprofessional during transportation **only** (i.e. the aide/paraprofessional does not spend any time with the student during the school day), report the cost of the aide/paraprofessional in TRANSPORTATION COSTS.
- ❑ If a student requires an aide/paraprofessional during both **transportation and the school day**, report costs in TUITION COSTS.
- ❑ Must be blank if Grant Type 4

Values

- 0 to 250000
- No characters (e.g. "$", ",") will be accepted in this field

Source

- N/A

RESIDENTIAL FACILITY CODE

Where a student lives. In most cases, the Education Facility Code and the Residential Facility Code are the same.

Rules

- ❑ This field is Conditional.
- ❑ Required for GRANT TYPE 02, 3a or 3b, and 04.
- ❑ Can be blank for GRANT TYPE 01.
- ❑ If student lives in a private foster or group home use 0000061.
- ❑ Residential Facility Code is required if ROOM AND BOARD COSTS and ROOM AND BOARD DAYS are reported.

Values

- Valid Facility Codes are listed in PSIS Appendix (Connecticut Programs with Residential Components).

Source

- N/A

ROOM AND BOARD COSTS

The cost of housing for a Grant Type 01 student only if the district is billed separately for room and board costs that are charged by the facility.

Warning Messages about Room and Board Costs

Users will receive and be required to verify Warning Messages if:

- Room and Board Costs are greater than 150000.

Rules

- ❑ If Grant Type 01, this field may be used to report Room and Board Costs only if the district is billed separately for room and board costs that are charged by the facility.
- ❑ Must be blank if Grant Type 02, 3a, 3b and 04.

Values

- 0 to 250000
- No characters (e.g. “$”, “,”) will be accepted in this field

Source

- N/A

ROOM AND BOARD DAYS

Total days student will be housed under this contract.

Rules

- ❑ Room and Board Days must be blank if Grant Type 02, 3a, 3b and 04.
- ❑ Room and Board Days are required if Room and Board Costs are reported.

Values

- 1 to 365

Source

- N/A

SIGNED CONTRACT

Is there a signed Contract for this record?

Rules

- ❑ Must have a signed contract if services are being provided by a private special education facility, otherwise this record will not be eligible for reimbursement

Values

- YES or NO

Source

- N/A

District Reports (December 1 and March 1)

The data collected within this application is used to determine how districts receive money for students who are eligible for LEA Excess Cost and State Agency Placement Grants during a given school year from the Connecticut State Department of Education.

The reports are available on the home page by clicking on the reporting tab and should aid the district in their accuracy of this data collection.

District Reports
Reporting
Summary of Grant Students
Grant Overlapping Contracts
Grant Admin Overrides
View / Download All Grant Records
Certification
Grant Superintendent's Sign-off

Summary of Grant Students

This report is designed for data managers, directors of special education and superintendent review purposes of the official submission. This report allows districts to verify that students are reported accurately prior to submission of the December 1 – First estimated costs and March 1 – Final estimated costs files.

This report represents:

- All Grant contracts with a STATUS of 1-Ready to Certify or 4-Needs Correction.

The purpose of this report is to provide districts with a summary list of the Grant contracts they have reported to help ensure the accuracy of the:

- Student
- Placing Agency Code
- Total Cost

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Revised and additional estimated costs
- Special Education Excess Cost Data Collection March 1

Report Format: MS Excel file (*.xls)

		Date Of	Placing Agency	Sequence	
SASID	Name	Date of Birth	Code	Number	Total
1234567890	Last, First	05/15/1996	14	1	25,000
1234567890	Last, First	05/15/1996	14	1	25,500
1234567890	Last, First	05/15/1996	14	1	36,525

Grant Admin Overrides

This report is for districts to request and Admin Override for schools that do not have a code, schools that are out of state and schools that parent initiated placements for other than educational purposes.

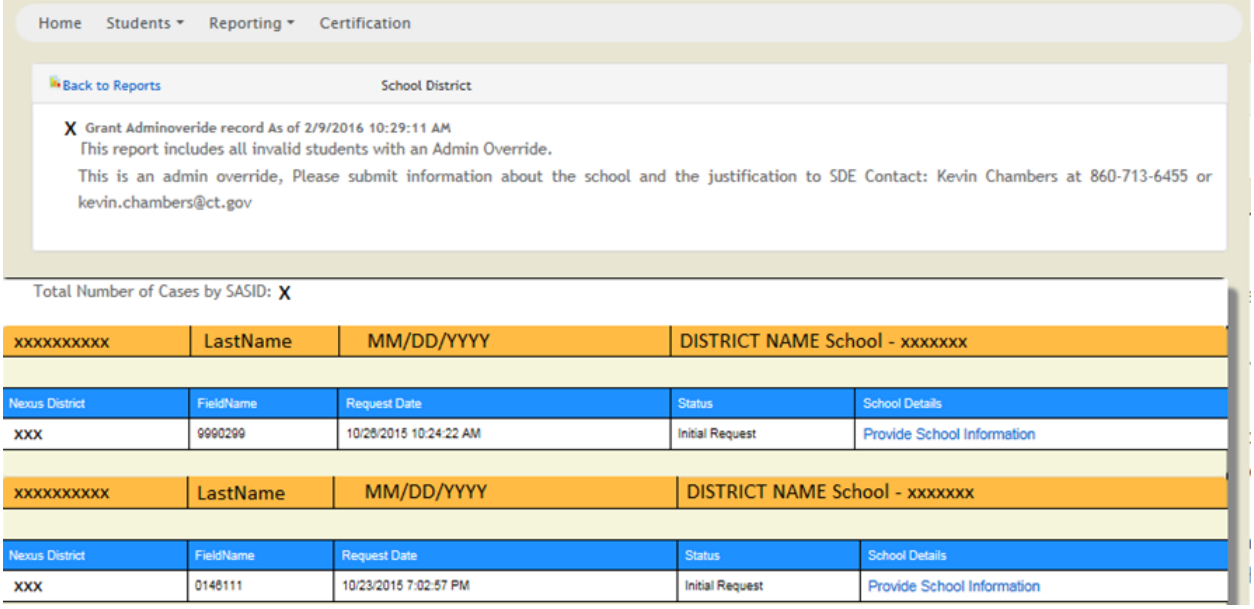
This report represents:

- All Grant contracts, which an override has been requested.

The purpose of this report is to view all requests, verify that the requests have been approved by SDE or to withdraw the request.

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Revised and additional estimated costs



Download All Grant Records

This report is designed for data managers, directors of special education and superintendent review purposes of the official submission. This report allows districts to verify that students are accurately reported prior to submission of the December 1 – First estimated costs and March 1 – Final estimated costs.

The purpose of this report is to provide districts with a list of all Grant contracts they have reported to help ensure the accuracy of every field reported in the contract.

Districts should ensure every field is reported accurately:

This report represents:

- Grant Contracts with a STATUS code of 1-Ready to Certify or 4-Needs Correction.

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Revised and additional estimated costs

Report Format: MS Excel file (*.xls)

SASID	Last Name	First Name	Date Of Birth	Nexus District	Grant Type	Contract Sequence	Contract Start	Contract End	Primary Disability	No Nexus	Placing Agency Code	Education Facility Code	Tuition Costs	Tuition Days	Transportation Costs	Residential Facility Code	Room & Board Costs	Room & Board Days
1234567890	Last	First	05/15/1996	14	1	1	07/1/2015	06/30/2016	4		14	600282	300000	180	125	600282	150125	180
1234567890	Last	First	05/15/1996	14	1	1	07/1/2015	06/30/2016	2		14	140211	123456	15	1500	640111	500	12
1234567890	Last	First	05/15/1996	14	1	1	07/1/2015	06/30/2016	8		14	140211	250000	185	250000	20121	275000	100

Grant Summary Statistics Sign-off

This report is designed for superintendent / designee.

This report is the official sign-off by the district to verify that students are accurately reported in the submission of the December 1 – First estimated costs and March 1 – Final estimated costs files.

Report Format: Adobe PDF file (*.pdf)

This report represents:

- All student Grants with a STATUS code of 1-Ready to Certify

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Revised and Additional estimated costs

Report Format: Adobe PDF file (*.pdf)

Back to Reports Grant Summary Statistics Sign-off

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Special Education Excess Cost Data Collection
December 1, 2015 Grant Summary Statistics Sign-off

District : XXXXXXX School District

Category	Sum	Record Count
State Agency Placement (SAP)		
Records Extracted Collection		
SAP Tuition Costs	$0	
SAP Transportation Costs	$0	
SAP Total Costs	$0	
Local Education Agency (LEA) Placement		
Records Extracted Collection		34
LEA Placement Tuition Costs	$1,457,500	34
LEA Placement Transportation Costs	$293,262	32
LEA Placement Room and Board Costs	$807,770	15
LEA Placement Total Costs	$2,558,532	
Total Records Extracted Collection		34
Total Costs	$2,558,532	

I hereby certify that the data contained herein are to the best of my knowledge correct and in accordance with the requirements included in C.G.S. Sections 10-76g (as amended), 10-76d (e) (as amended), and 10-253.

Superintendent / Designee:*

Print Name / Title: *

Save

Source: Special Education Excess Cost Data Collection

Grant Overlapping Contracts

This report is designed for data managers.

The purpose of this report is to provide districts with a list of Grant students that have multiple contracts for a specific student with overlapping dates. Districts review this report to:

- Delete duplicate contracts to resolve the overlap;
- Update contracts with errors to resolve the overlap;
- Where a contract crosses a different district, work with that district to resolve the overlap or
- verify the district has PPT documentation of each placement to support their multiple overlapping contracts. These contracts will remain on this report as the district's verification that they are "legitimate overlapping contracts" (only use if the contracts belong to only your district)

This report represents:

- 1 Grants with a STATUS code of 1-Ready to Certify

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Revised and Additional estimated costs

Report Format: MS Excel file (*.xls)

1234567890 : Last Name, First Name

Grant Type	Nexus Dist.	Placing Agency	Ed Facility Code	Seq. Num.	Contract Start	Contract End	Response
1-Oct	001	001	0770261	1	7/5/2010	6/30/2011	Legitimate Overlapping Contract
1-Oct	001	001	0010161	2	7/5/2010	6/30/2011	Legitimate Overlapping Contract

District Reports (End of Year Adjustments)

The data collected within this application are used by the district to determine what adjustments need to be made from the March 1 file and for the auditors to verify the adjustments and their accuracy.

The reports are available on the home page by clicking on the End of Year Expenditure tab and then the Reporting tab.

District Reports
Reporting
Student Data Filing
Admin Override Records
Overlapping Contracts
Log Journal Report for Student Adjustments
Certification
Grant Superintendent's Sign-off

Student Data Filing

This report is designed for data managers, directors of special education and auditors. This report allows districts to view the students that were reported on the March 1 and any changes that were made after.

This report represents:

- All Grant contracts from the March 1 submission and any changes made during the audit process.

The purpose of this report is to provide districts with a summary list of the Grant contracts they have been reported and updated:

- All data elements

Source of data:

- Special Education Excess Cost Data Collection March 1 – Revised and additional estimated costs
- Any Changes made during the audit process

Report Format: MS Excel file (*.xls) and PDF

Admin Override Records (Same as December and March Collection)

Overlapping Contracts (Same as December and March Collection)

Log Journal Report for Student Adjustments

This report is designed for data managers, directors of special education and auditors. This report will display all adjustments that have been made to the March 1 file.
This report represents:

- All Grant contracts from the March 1 submission and any changes made during the audit process.

The purpose of this report is to provide districts with a summary list of the grant contracts they have been reported in the previous filing and any updates that have been made:

- All data elements

Source of data:

- Special Education Excess Cost Data Collection March 1 – Revised and additional estimated costs
- Any Changes made during the audit process

Report Format: PDF

Procedures

Administrative Procedures

How to Access SEECG Data Collection

Prerequisites

- An account in Directory Manager (DM) with a SEECG role assigned.
    - Your username and password are sent in two separate emails when you are first added to Directory Manager by you LEA Security Manager. Usernames and passwords should NOT be shared, as each are unique to the assigned individual.

Step Action

1 Using Internet Explorer or Google Chrome, go to the https://csde.ct.gov website. The system displays the State of Connecticut Login screen.

2 Enter your **Username** and **Password** and select Login.

. If you only have access to SEECG, the system displays the *Grants Data System Acknowledgement* screen
- Go to Step 4.

a. If you have access to more than one application, the system displays the *State Department of Education Home Page*.

NOTE: **If you do not have access to SEECG, contact your LEA Security Manager. If you do not know who your Security Manager is please use the link below:**

https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site/Documentation

If you forgot or need to change your password then click on the link below:

http://sdeportal.ct.gov/portaluser/

3 Select **Special Education Excess Costs Grants** from the Application drop-down menu and click Continue. The system displays the *Grants Data System Acknowledgement* screen.

4 Select the Students tab or the Select Students tab for the December 1 and March 1 application

5 Select **End of Year Expenditure** tab for updating final expenditure data and then select the current year to make your adjustments . You can access previous year's data but only to view. You cannot make changes to those years.

6 Hang-Off Applications continue their instructions from here.

How to Manually Add a Collection Grant Student (December 1 and March 1)

Use this procedure to submit your student data manually. Students are available for entry based on data reported in the PSIS Registration.

Prerequisites

- Authorization for the Special Education Excess Cost Data Collection system
- Collection is open
- The collected data for entry into the system

Step Action

1 Click the Students Tab and choose Your Students and then select from Registration List. All students in the PSIS Registration with the Nexus field completed will appear. Does the student display in your screen?

- **Yes** - Go to Step 4.
- **No** - Go to Step 2.

2 Was the student you are trying to enter a grant your Nexus District for the year you are trying to enter?

- **Yes** - Go to Step 3.
- **No** - This procedure is complete. This step is complete, you cannot enter the contract

Steps for PSIS Data Manager

3 Contact the reporting districts PSIS Data manager to have that student appropriately reported in the PSIS Registration. This would mean that you would need to either add the student or correct the Nexus information. Once this is updated the student will appear in your Students list.

Steps for Special Education Data Manager

4 Select the NAME of your student. The system displays the student's details .

5 On the student's details screen,

- Review the student information to insure you have selected the intended student.

6 Enter the appropriate data.

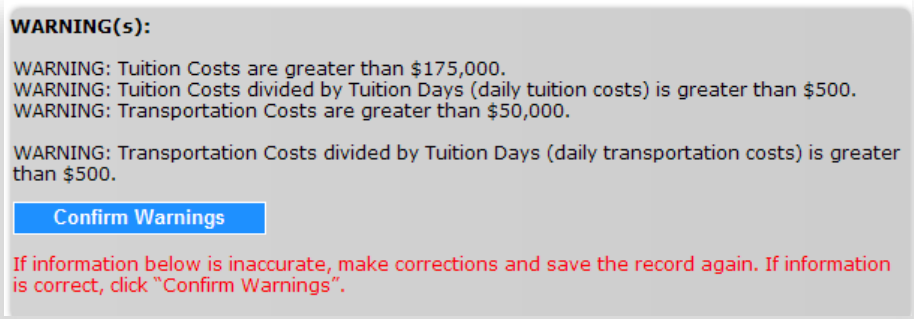
7 Select **Save Record** at the top of the screen when changes are complete.

8 Did the **Record Saved Successfully** message display at the top of the screen?

- **Yes** – This procedure is complete.
- **No** – Go to the next step.

9 Did a *WARNING(s)* message display at the top of the screen?

- **Yes** – Go to the next step.
- **No** – This procedure is complete.



10 Are the data accurate that require you to **Confirm Warnings**?

- **Yes –** select **Confirm Warnings**
- **No** – scroll down and correct the data entered. Then repeat step 9.

11 This procedure is complete.

How to Upload your Students (December 1 Only)

Use this procedure to submit your all grant students using a batch upload to the Special Education Excess Cost collection.

Prerequisites

- Authorization for the Special Education Excess Cost collection
- Your computer has the technical requirements to upload a CSV file.
- Verification your file is in proper format.

  REFERENCE: Review the *Record Layout* section of this document for details on format and required data.

- All required fields are complete for each record in your file.
- The following fields in your upload file must match PSIS REGISTRATION:
  - Nexus District
  - SASID
  - Last Name
  - Date of Birth

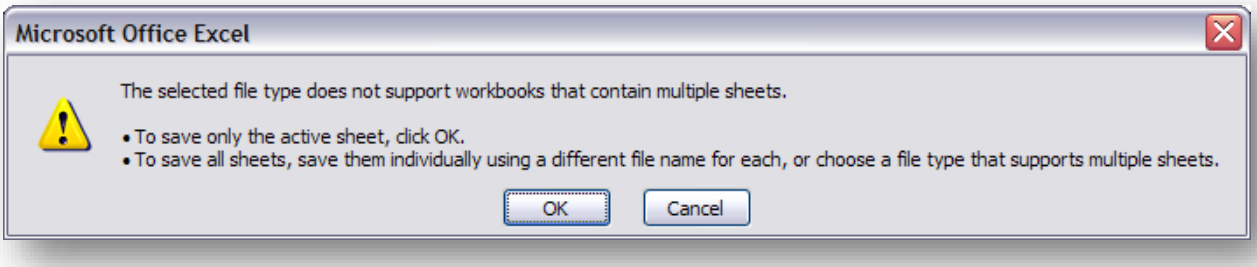
  When uploading a file the data needs to be in the correct format. Refer to the *Data Fields* section of this document for valid values. If the data is not in the correct format when you upload the file the records will be a STATUS of **4-Corrections Needed**. For example:
  - Date fields are MM/DD/YYYY
  - Primary Disability ##

Step Action

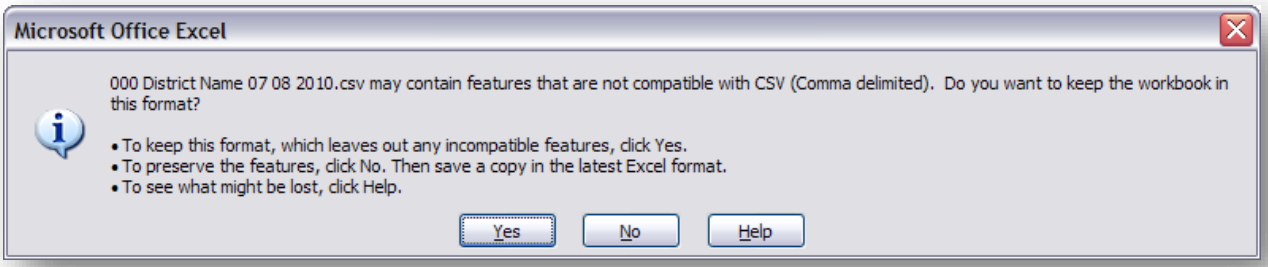
1 Using your worksheet program, save the file as a CSV file type by selecting **Save As**.

NOTE: The following screens are from Microsoft Office 2007. Your version may be different and therefore the steps may differ.

2 If your worksheet contains multiple sheets, the system displays the following message.



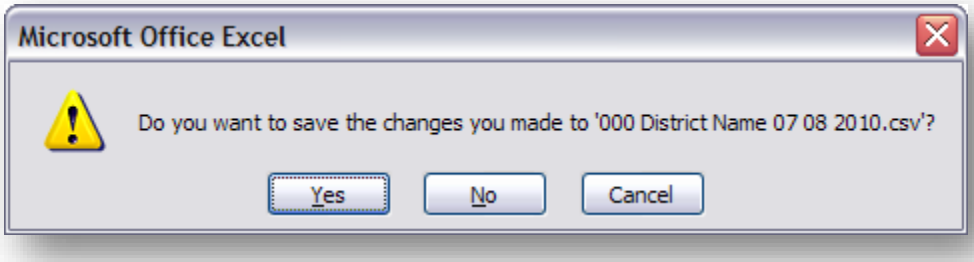
3 Select **OK**. The system continues the saving of the file and displays the following message.



4 Select **Yes**. The system saves the file into the folder selected in Step 1.

5 Close the worksheet. The system displays the following message.

IMPORTANT: Do not forget to close the file. If you do not close the file, you will receive CSV file errors when attempting to upload.



6 Select **No**. The system closes your file so that it is ready to upload.

IMPORTANT: If you select Yes instead, the file will need to be saved again, which may cause issues with the format. If you select Cancel, the file will not be closed, and therefore not accessible.

7 On the main menu select the Students Tab and select Upload File

8 Select **Browse** and locate the file to upload. The system displays the Choose File to Upload dialog screen.

9 Locate and select your file and select **Open**. The system returns to the U*pload* screen.

10 Select **Upload**. The system displays the *Upload Results* screen. Any errors encountered will be displayed on this screen.

IMPORTANT: Save error messages report to your computer.

REMEMBER: If you do not save the errors displayed on the screen, you will need to re-run the upload to get the errors again. They are not saved on a report at this time.

11 Save error messages report to your computer. In addition you can select **Print** to print your errors. You may also copy and paste the data displayed into a separate file. Once you have resolved each of the errors in your data file, upload the file again.

12 Once your errors are resolved and you have uploaded the file again, the system displays the *Upload Results* screen with a message indicating your upload was successful.

13 On the main menu select Reporting and then select "**View / Download all Grant Records"** to review your student data.

14 This procedure is complete.

How to Revise a Record or add a Contract (End of Year Expenditures)

Use this procedure to revise a record or add a contract to an existing record.

Prerequisites

- Authorization for the Special Education Excess Cost Data Collection system
- Collection is open
- The collected data for entry into the system

Step Action

1 Click the End of Year Expenditure Tab and choose the most current data year from the drop down box. All of the students that were filed for the March 1 collection will appear.

2 If you are updating a current record then click on the student name and the student's details will appear.

3 On the student's details screen revise all data that has changed since the previous filing (Go to step 7).

4 If you are adding a contract to an existing record then click on the + sign next to the student SASID

5 A new screen will open with the student information and the contract sequence will increase by one from the previous contract.

6 Add all information for the new contract (make sure to revise the previous contract in order to avoid duplicating costs or overlapping contracts.

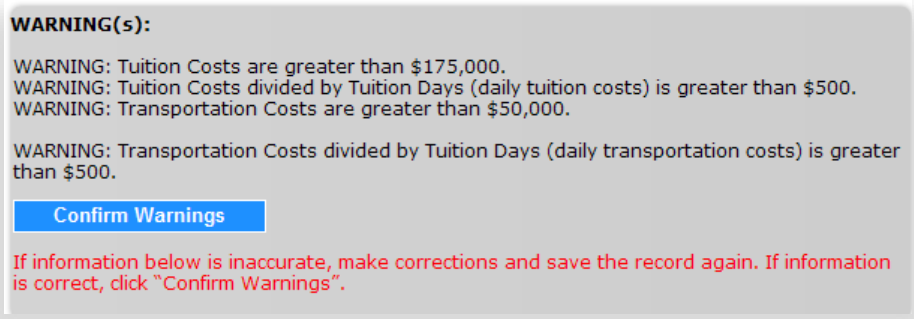
7 Select **Save Record** at the bottom of the screen when changes are complete.

8 Did the **Record Saved Successfully** message display at the top of the screen?

- **Yes** – This procedure is complete.
- **No** – Go to the next step.

9 Did a *WARNING(s)* message display at the top of the screen?

- **Yes** – Go to the next step.
- **No** – This procedure is complete.



10 Are the data accurate that require you to **Confirm Warnings**?

- **Yes –** select **Confirm Warnings**
- **No** – scroll down and correct the data entered. Then repeat step 9.

11 This procedure is complete.

How to Resolve a Case on the Grant Overlapping Contract Report

Use this procedure to resolve multiple contracts with overlapping dates for a specific student.

Prerequisites

- Authorization for the Special Education Excess Cost Data Collection
- The collected data for entry into the system

Step Action

1 Select **Reporting** from the Main menu.

2 Select **Grant Overlapping Contracts**

3 Does a student display in on your district's **Grant Overlapping Contracts** report?

- **Yes** - Go to Step 5.
- **No** - This procedure is complete.

4 Are the contracts displayed, duplicate contracts?

- **Yes** - verify each contract
  - Click on the Students tab and then Your Students.
  - Select **Delete** to delete the duplicate contract for the December 1 filing otherwise contact SDE to have the contract removed.
  - The case will be removed from this report.
  - This procedure is complete.
- **No** - Go to the next step.

5 Is there an error on one of the contracts displayed?

- **Yes** - verify each contract
  - Adjust the contract as needed.
  - As long as the adjustment resolves the "conflict," the case will be removed from this report.
  - This procedure is complete.
- **No** - Go to the next step.

6 Are the contracts displayed across different districts?

- **Yes** - each district needs to verify their contract dates and costs.
  - If the contract dates and costs are accurate select "Contract is accurate"
  - If the contract dates and costs are inaccurate
    - Adjust the contract as needed.
    - As long as the adjustment resolves the "conflict" the case will be removed from this report.

    NOTE: you may need to contact the other district to resolve the overlap. Click on Contact List for a list of all data managers.

  - This procedure is complete.
- **No** - Go to the next step.

7 Are the contracts displayed, legitimate overlapping contracts?

- **Yes** – select "legitimate overlapping contract", these contracts will remain on this report as the district's verification that they are legitimate overlapping contracts.

  NOTE: District must maintain detailed, accurate documentation to support their claim.

- **No** - This procedure is complete.

How to Request an AO when a Facility Code Does Not Exist or is out of state

Use this procedure when the LEA has a student attending a facility where the Department does not have a facility code available. These Generic codes include, 9990199 - In State, 9990299 - Out of State and 9990399 - Prekindergarten Program.

IMPORTANT: The LEA must provide proof that the facility is approved in that state

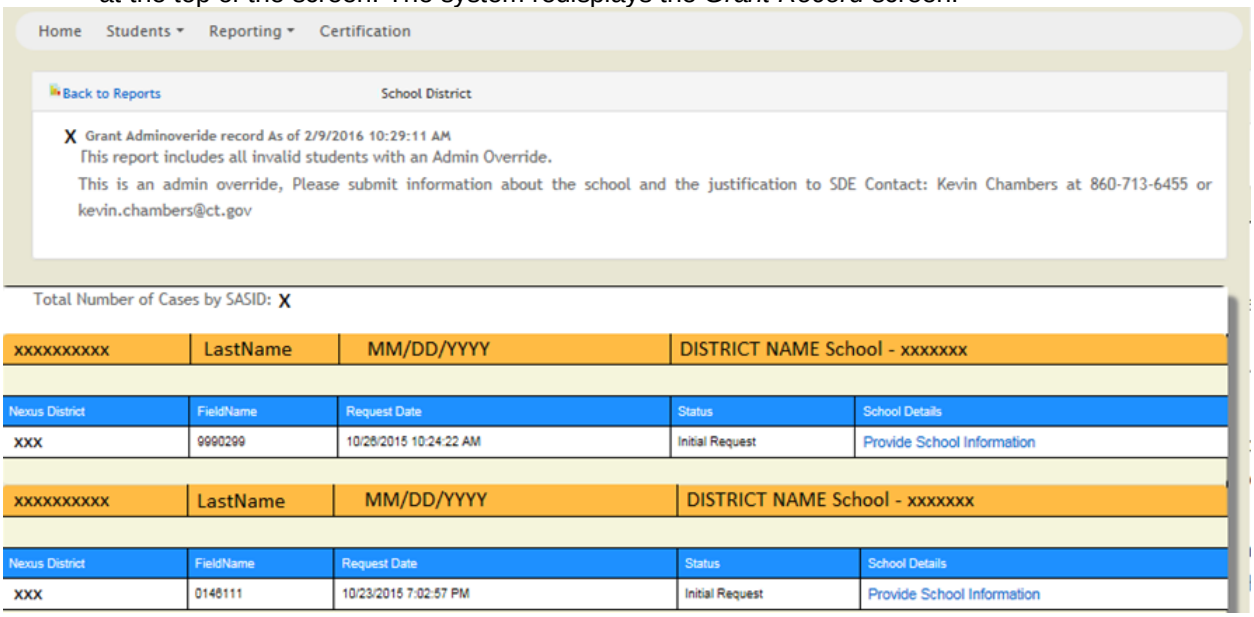
NOTE: The record will remain at a status code 4 until the override is approved or withdrawn.

Prerequisites:

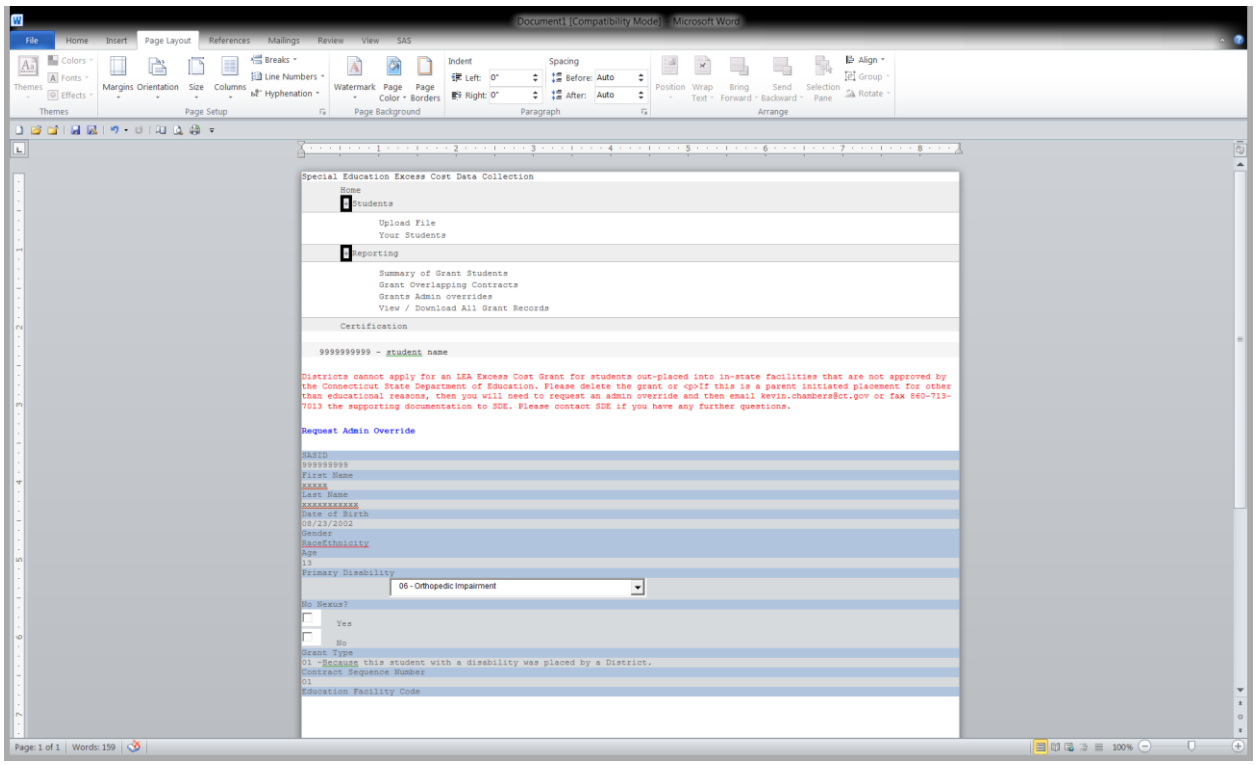
- Authorization for the Special Education Excess Cost Data Collection
- Collection is open
- Request for AO requires all other data fields to have passed edit checks and WARNING messages confirmed

Step Action

1 On the main menu under the reporting tab select Admin override, and then select **Save Record** at the top of the screen. The system redisplays the *Grant Record* screen.



2 Check “Request Administrative Override”



3 Enter the Name, Address, City, State, Zip and Phone of the School the student is attending

4 Click **Update**

5 LEA must provide proof that the facility is approved; email to kevin.chambers@ct.gov, Attention: Kevin Chambers. “Verification of Grant AO”

6 CSDE will verify the approval status and make an appropriate status change

How to Request an AO when a Facility is Not Approved

Use this procedure when this is a Parent Initiated Placement for other than educational reasons in a facility approved or not approved for special education.

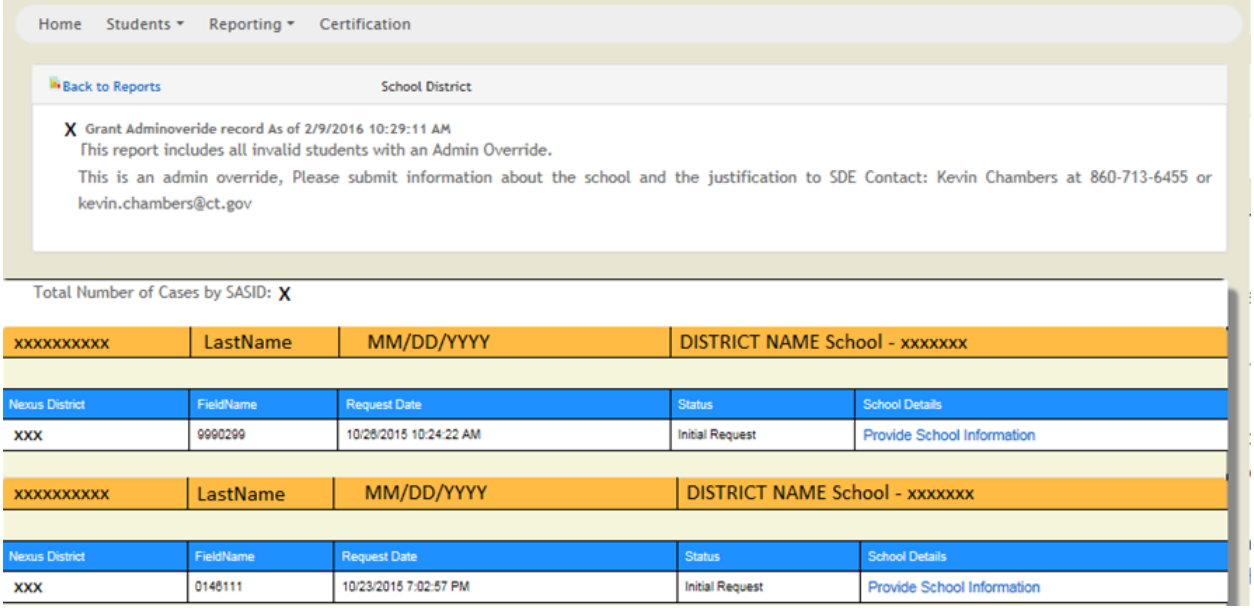
NOTE: The record will remain at a status code 4 until the override is approved or withdrawn.

Prerequisites:

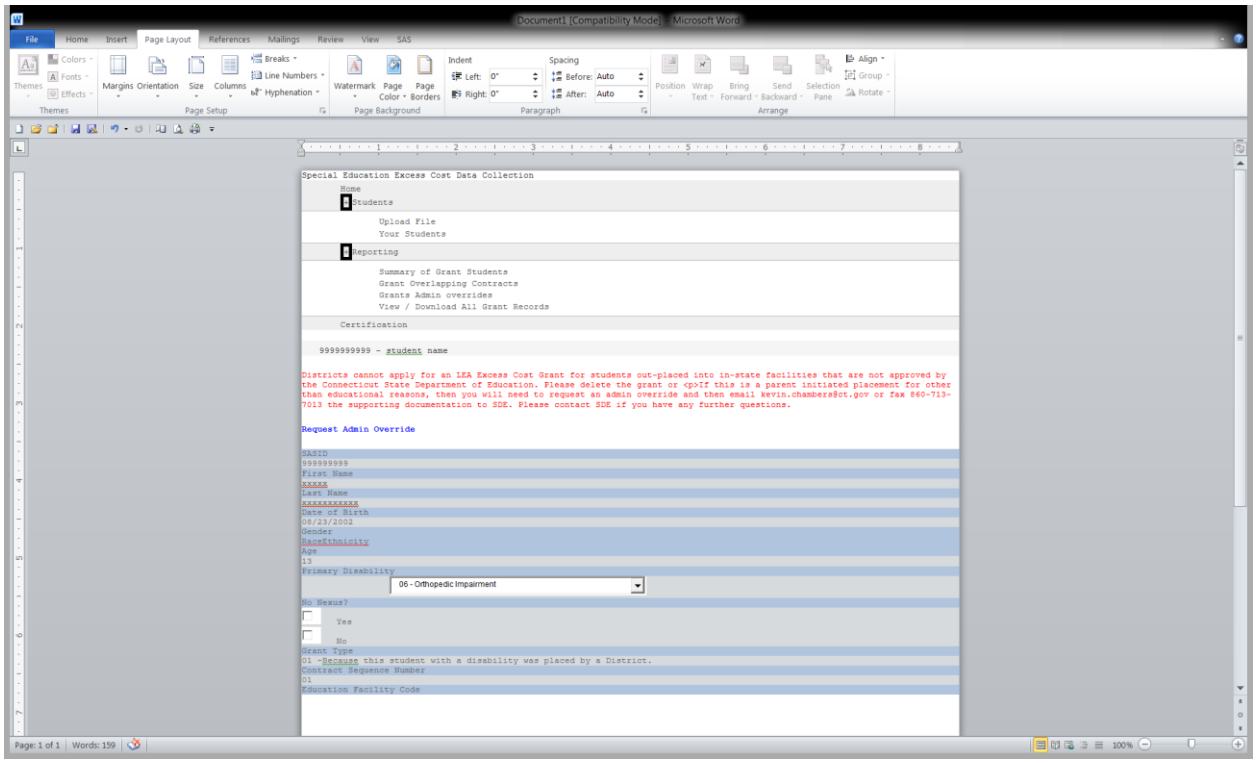
- Authorization for the Special Education Excess Cost Data Collection
- Collection is open
- Request for AO requires all other data fields to have passed edit checks and WARNING messages confirmed

Step Action

1 On the main menu under the students tab select the Your Students tab, then select **Save Record** at the top of the screen. The system redisplays the *Grant Record* screen



2



3 Enter the Name, Address, City, State, Zip and Phone of the School the student is attending

4 Click **Update**

5 LEA must email the supporting documentation to the attention of 'Verification of Grant AO' Parent initiated Placement to kevin.chambers@ct.gov, Attention: Kevin Chambers.

- CSDE will verify the documentation and make the appropriate status change

FAQs

General Questions

? What is the difference between the December 1 and March 1 reporting?

All variables, fields, rules, edits and warnings are applicable to both grant sections. March 1 includes students placed after 12/1 and corrections/adjustments to existing collection and other students that were not entered previously.

? What is the End of Year Expenditure Collection used for?

This collection is used to calculate special education prior year adjustments. The revised data that is entered will be compared to the previous data entered on March 1 resulting in a positive or negative adjustment. All adjustments will totaled and the total district adjustment will be applied to the April Education Cost Sharing (ECS) grant. The only exception is for regional school districts that do not receive ECS funding. Their adjustment will be applied to their second Excess Cost payment made in May.

Reporting Students

? Where do I add a grant for a Student?

The procedure is the same whether the student is in your October 1 collection, entered your district after October 1 or is a General Education Student. Use the Students tab on the main menu and then select student. and then select from Registration List. Select the student that you wish to enter and then complete the record and save.

? I'm trying to add a record and it says "NO match was found in PSIS Registration "?

Contact the PSIS data manager to ensure the student's Nexus District and Nexus District Entry Date information is complete in PSIS Registration Module.

? Do I report a contract for all students placed out-of-district?

NO. Contract information is only required for students with costs that are near or over the district's threshold (Basic Contribution).

? Can I report excess cost for a student educated in-district?

YES, Please note, with an out-of-district placement you have the bill. In terms of in-district placements, while they are still eligible for reimbursement under Excess Cost, the requirement for cost documentation is clearly more onerous**. DO NOT include the net Current Expenditures per Pupil for your district.** Costs must be documented and based on the costs needed to provide the services to the child as outlined in the IEP. With in-district placements use caution in how you pro-rate costs if the student is in a group setting.

? Can I report excess cost for a student who is close to, but does not exceed the threshold?

YES, a district will only qualify for either an LEA excess cost or State Agency Placement grant and receive reimbursement if all criteria are met. Remember, once the March 1 collection is closed you can no longer enter a contract.

? Can a student have more than 1 contract?

YES. Students can have more than one contract.

? Can I report legal costs?

NO.

Deleting Grants

? How do I delete a grant I entered in error in the 12/1 submission?

If an error in reporting is made, you can delete a grant reported before 12/1 by selecting the students and then your students tab on the main menu and using the delete button next to the record you wish to delete.

? How do I delete a grant I entered in error in the 3/1 submission?

New Grant records can be deleted when not previously reported in the 12/1 submission by using the delete button next to the record you wish to delete.

? I entered a grant in the 12/1 submission, but the student is no longer eligible for excess cost. How do I delete?

1. You cannot delete this grant. (The delete button is dimmed)
2. Grants reported about Dec. 1 which have changes to dates and/or costs should be **revised to reflect actual dates and/or costs** for the March 1 submission. This will allow the Bureau of Fiscal Services to document a change in costs and will reduce follow-up calls regarding a "missing" grant that was paid in the February disbursement. Therefore, once the 12/1 data is frozen you will not be allowed to delete a grant; only make updates.

Updating Grants

? I entered a grant but it has errors, how can I make changes to a grant?

View the students grant under the appropriate collection, either “View Collection list. Make corrections and save.

? Can I adjust a contract for a student who had a change in placement (and are still eligible for excess cost)?

Yes, you can revise contracts entered in the December 1 submission to reflect actual dates and/or costs. You can also add additional contracts as needed.

Educational/Residential Facility Codes

? What if an Education Facility Code does not exist for where our student attends school?

If a student is attending a facility that has not been assigned a code, please use one of the following new codes:

New Facility Code	Description
9990199	Generic Other In-State
9990299	Generic Other Out of State
9990399	Generic Other PreK Program

GENERICS CODES WILL SAVE AS A STATUS CODE 4. Districts cannot apply for an LEA Excess Cost Grant for students out-placed into in-state facilities that are not approved by the Connecticut State Department of Education and if the LEA places a student out-of-state, the LEA must provide proof that the facility is approved in that state. This will require and administrative override.

? What is the Residential Facility Code used for a student living in a foster or group home?

If student lives in a private foster or group home use 0000061.

Reports

? How can I see a summary of the grants I reported?

- On the Special Education Main Menu
- Select Reporting
- Select Summary Grant Students
- Select File Print

? How can I see all fields for the grants I reported?

- On the Special Education Main Menu
- Select Reporting
- Select View / Download All Grant Records

? How can I save reports?

- Click on File Save As
- Save in: select where you want to save this document
- File name: enter a name for this document
- Click Save

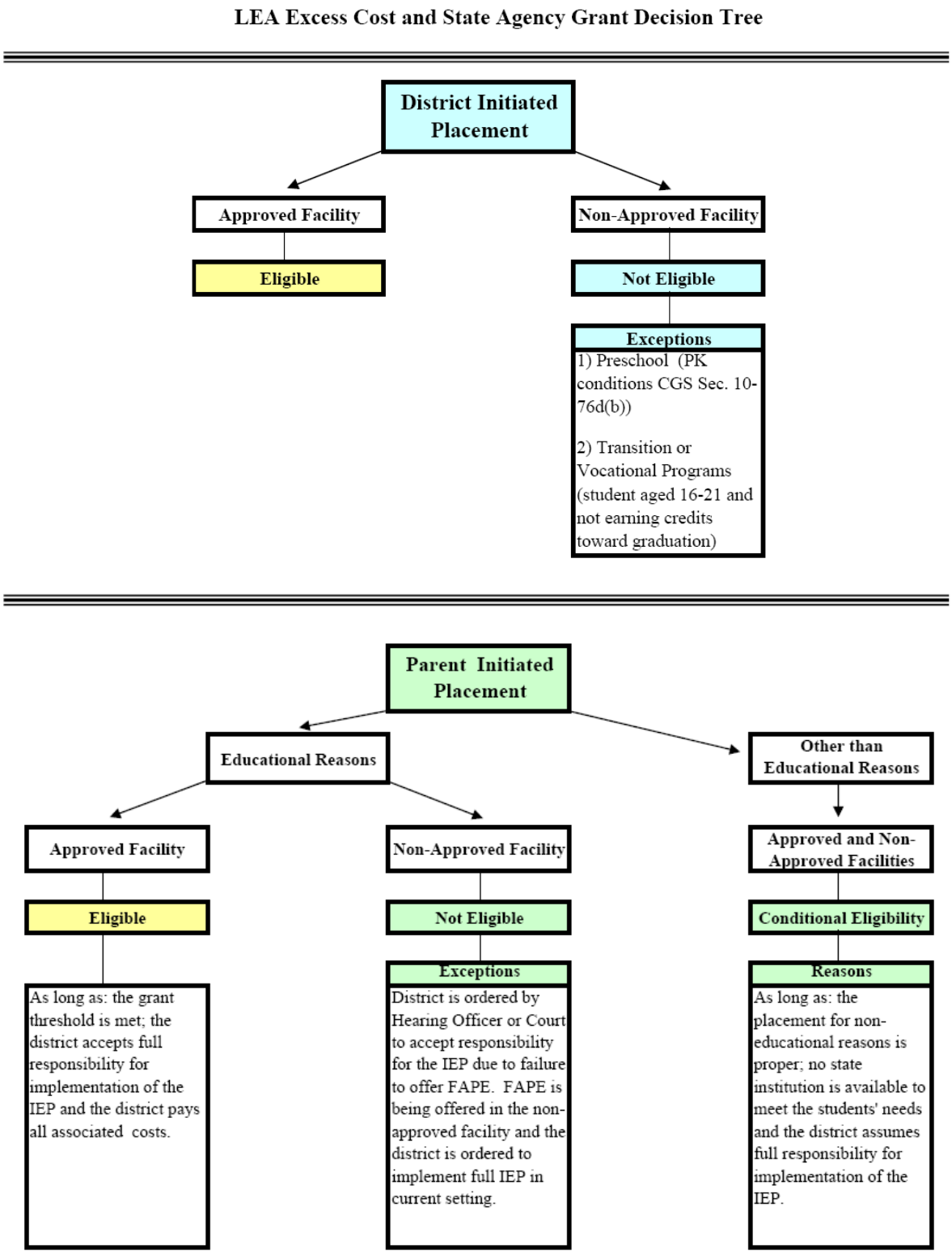
? How can I print the "Download All Grant Records" report on 1 page?

You can print all fields for each student on legal size paper by changing the page setup.

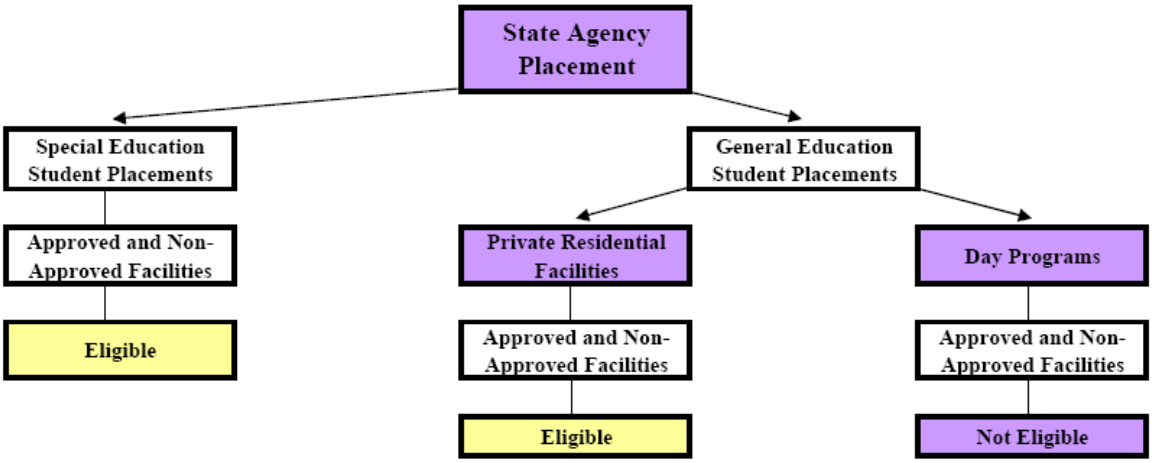
- Click on File Page Setup
- Change Orientation to Landscape
- Change Scaling to Fit to
- Change the Paper size to legal
- Change the left and right margins to .25
- Click OK
- Click on File Print

Excel shrunk the data and I cannot read it.
You can print a report on multiple pages by increasing the number of pages on which you print.

LEA Excess Cost and State Agency Grant Decision Tree [PDF]



LEA Excess Cost and State Agency Grant Decision Tree



Timeline for LEA Excess Cost and State Agency Placement Grants

The following briefly describes how districts apply for and receive money for students who are eligible for LEA Excess Cost and State Agency Placement Grants during a given school year from the Connecticut State Department of Education.

Special Education Excess Cost December 1

Step 1: The district reports first estimated costs and receives 75% of eligible grants.

- December – First estimated costs are reported through the Special Education Excess Cost Collection to the Bureau of Fiscal Services (BFS). Grants with start dates on or before December 1 of the reporting year are due December 1.
- January – Grant information is processed and reviewed by the BFS. Districts are contacted if there are questions about the data submitted. BFS determines the amount available based on the number of eligible applicants.
- End of February – The district's Treasurer receives 75% of the estimated entitlement.

Special Education Excess Cost March 1

Step 2: The district reports final estimated costs and receives balance of the estimated entitlement.

- March – Final estimated costs are reported through the Special Education Excess Cost Collection to the BFS. Grants with start dates on or before March 1 are due March 1 of the reporting year.
- March – Grant information is processed and reviewed by the BFS. Districts are contacted if there are questions about the data submitted. BFS determines the amount available based on the number of eligible applicants.
- End of May – The District's Treasurer receives balance of the estimated entitlement.

Special Education Excess Cost Final

Step 3: The district revises expenditures reported in the March 1 filing or adds additional contracts for students already reported.

- September of the next school year – System will be re-opened in August for districts to update records for students where the data has changed since the March 1 filing. This could be costs or other data such as the contract start and end date, or changes to a facility code. Districts cannot add additional students not included by the March 1 filing but can add additional contracts. Unaudited Information is due by the end of September.
- December of the next school year – A sample of the data included in the September file needs to be audited by an independent auditor chosen by the district. Audited Information is due by the end of December.
- April of the next school year – Prior year adjustments are calculated and applied to the Education Cost Sharing grant's April payment for towns and to the May payment for Regional School Districts.

Nexus Districts

Code	Value/Label	Code	Value/Label	Code	Value/Label	Code	Value/Label
001	Andover	048	Ellington	098	Norfolk	144	Trumbull
002	Ansonia	049	Enfield	099	North Branford	145	Union
003	Ashford	050	Essex	100	North Canaan	146	Vernon
004	Avon	051	Fairfield	101	North Haven	147	Voluntown
005	Barkhamsted	052	Farmington	102	N. Stonington	148	Wallingford
007	Berlin	053	Franklin	103	Norwalk	151	Waterbury
008	Bethany	054	Glastonbury	104	Norwich	152	Waterford
009	Bethel	056	Granby	106	Old Saybrook	153	Watertown
011	Bloomfield	057	Greenwich	107	Orange	154	Westbrook
012	Bolton	058	Griswold	108	Oxford	155	West Hartford
013	Bozrah	059	Groton	109	Plainfield	156	West Haven
014	Branford	060	Guilford	110	Plainville	157	Weston
015	Bridgeport	062	Hamden	111	Plymouth	158	Westport
017	Bristol	063	Hampton	112	Pomfret	159	Wethersfield
018	Brookfield	064	Hartford	113	Portland	160	Willington
019	Brooklyn	065	Hartland	114	Preston	161	Wilton
021	Canaan	067	Hebron	116	Putnam	162	Winchester
022	Canterbury	068	Kent	117	Redding	163	Windham
023	Canton	069	Killingly	118	Ridgefield	164	Windsor
024	Chaplin	071	Lebanon	119	Rocky Hill	165	Windsor Locks
025	Cheshire	072	Ledyard	121	Salem	166	Wolcott
026	Chester	073	Lisbon	122	Salisbury	167	Woodbridge
027	Clinton	074	Litchfield	123	Scotland	169	Woodstock
028	Colchester	076	Madison	124	Seymour	201	Region 1
029	Colebrook	077	Manchester	125	Sharon	204	Region 4
030	Columbia	078	Mansfield	126	Shelton	205	Region 5
031	Cornwall	079	Marlborough	127	Sherman	206	Region 6
032	Coventry	080	Meriden	128	Simsbury	207	Region 7
033	Cromwell	083	Middletown	129	Somers	208	Region 8
034	Danbury	084	Milford	131	Southington	209	Region 9
035	Darien	085	Monroe	132	South Windsor	210	Region 10
036	Deep River	086	Montville	133	Sprague	211	Region 11
037	Derby	088	Naugatuck	134	Stafford	212	Region 12
039	Eastford	089	New Britain	135	Stamford	213	Region 13
040	East Granby	090	New Canaan	136	Sterling	214	Region 14
041	East Haddam	091	New Fairfield	137	Stonington	215	Region 15
042	East Hampton	092	New Hartford	138	Stratford	216	Region 16
043	East Hartford	093	New Haven	139	Suffield	217	Region 17
044	East Haven	094	Newington	140	Thomaston	218	Region 18
045	East Lyme	095	New London	141	Thompson	219	Region 19
046	Easton	096	New Milford	142	Tolland		
047	East Windsor	097	Newtown	143	Torrington		

State Agencies Responsible for Placement

337	DMHAS	349	DDS (formerly DMR)	954	Court
347	DCF	950	Indian Nation		

LEA Excess Cost and State Agency Placement Grants

Grant Type 01 –LEA Excess Cost (CGS Section 10-76g): Applicable to each special education student for whom the costs of education services, provided or arranged by the student's Local Education Agency (LEA), exceed the legislatively-determined reimbursement threshold. (The "threshold" is currently four and one-half times the LEA's average per pupil expenditure for the prior school year). Reported costs may include "room and board" if a residential placement in a residential facility or group home is required for educational reasons. No judicial facility codes are allowed under this Grant Type. (Such facilities are only eligible for Grant Types 02 and 04.) Reimbursement will be made for services provided to students who remain in their home schools provided the reasonable costs of such services exceed the reimbursement threshold. LEA placements into unapproved facilities **will not be reimbursed**.

Grant Type 02 – State Agency Placement (CGS Section 10-76d(e)(2)): Applicable to each special education student who has been placed out-of-home by a state agency, including the judicial branch, who does not reside on or in a licensed permanent family residence (PFR) (See Facility Codes ending in 70 in the Appendix (Facility Codes - Connecticut Programs with Residential Components)), and whose education costs exceed the LEA's average per pupil expenditure for the prior school year. Such costs are limited to the reasonable costs of special education and related services. Any Educational Facility Code is acceptable for this grant type. The Residential Facility, however, cannot be a state owned or operated property (Residential Facility Codes ending in 70 (PFR) or Residential Facility Codes ending in 15 with a district code of 337 (DMHAS) or 347(DCF)).

Grant Type 3a – State Property (CGS Section 10-76d(e)(3)): Applicable to each special education student who has been placed by a state agency either in a licensed permanent family residence (See Facility Codes ending in 70 in the Appendix (Facility Codes - Connecticut Programs with Residential Components)), as defined by C.G.S. Section 17a-154, or in a facility located on state-owned or state-leased property (See Residential Facility Codes ending in 15 with a district code of 337 (DMHAS) or 347(DCF)).

Grant Type 3b – No-Nexus Residential (CGS Section 10-76g(a)(1): Applicable to each special education student who 1) has no-nexus status, 2) has been placed by a state agency in a residential facility operated by the Department of Children and Families or a private residential facility (Residential Facility Code ending in 61, except for "Private Foster or Group Home 0000061"), and 3) receives special education in a program operated by a town, region, or Regional Education Service Center (RESC). The reasonable costs of special education and related services are fully reimbursable.

Grant Type 04 – General Ed Residential (CGS Section 10-253(b): Applicable to each student 1) who has been placed by a state agency in a private residential facility (Residential Facility Code ending in 61), 2) who is not eligible to receive special education services, and 3) whose education costs exceed the LEA's average per pupil expenditure for the prior school year. Such costs are limited to the reasonable costs of education services.

Prorated Excess Cost Grants: Applicable to each special education student who has a change in placement status during the school year (e.g., from "excess cost" eligibility to "state agency placement") and whose aggregate costs exceed the prior year's average per pupil expenditure for the student's LEA. In this event, the basic contribution of each grant is prorated based on the number of educational days in each situation. A separate grant application is needed for each placement. Separate payment is based on the prorated contribution of each of the grants.

To find your districts' threshold, see Net Current Expenditures (NCE) per Pupil (NCEP) and Basic Contributions in the Appendix under SEDAC References.

If necessary, contact Kevin Chambers at the Bureau of Grants Management, CSDE, 860-713-6455.

LEA Excess Cost (Grant Type 01) – Allowable Costs

The purpose of this document is to provide guidance to districts when reporting special education and related services for a student educated in the district, which may be eligible for Grant 01 (LEA Placement). A child with disabilities qualifies if the costs, when combined, exceed the local district's basic contribution threshold by four and one half times. To find your districts' threshold, see Net Current Expenditures (NCE) per Pupil (NCEP) and Basic Contributions in the Appendix under SEDAC References.

Before applying you should be aware of the following**:**

- Report student's actual expenditures supported by local tax dollars.
- **DO NOT include:**
    - **the Net Current Expenditures per Pupil (NCEP) for your district**
    - **Any base amount that is not directly related to the special education pupil**
    - **federal source funds such as IDEA Part B (611/619)**
    - **any state funds such as BESB**
    - **any portion of the Special Education Director's Salary**
    - **any costs related to running the building**
    - **legal costs related to the student**
- As with out-of-district costs, all are subject to Department audit requirements.
- Districts must maintain detailed, accurate documents for each student to support their claim.

Reporting Costs for In-district Staff

The most challenging costs to report are for staff within the district. One formula may not work for all students. Furthermore, each grant application is based on one child's Individual Education Program (IEP), making it difficult to give specific examples. Therefore, each district must develop a methodology to calculate staff costs that is reasonable, and can be allocated to the student. **These must be documented and based on the costs needed to provide the services to the child as outlined in the IEP**.

It is also reasonable in most cases to include only the cost of those staff members who work with a very small number of students with high needs rather than include a staff member who works with a large number of students. Costs typically reported are for salary and benefits for teachers, related service personnel and paraprofessionals.

Reporting Other Costs

Other non-staff related costs are easier to report as they are billed to your district. **These must be documented and based on the costs needed to provide the services to the child as outlined in the IEP**. The following list provides some examples and guidelines for calculation.

- District contractor for provision of special education/related services (i.e. Physical Therapy (PT) Services, Occupational Therapy (OT) Services, Speech Services)
- Equipment: purchased, leased, repaired and maintained for one student (for the year purchased or leased)
- Other outside services: nursing, interpreter, consulting, and evaluations
- Home training
- Items to Report under Transportation Costs
    - Special Education Transportation (divided by the number of children on the van)

Reporting Costs under the Single Cost Accounting System (SCAS)

The following information is applicable to reporting education costs for students who are attending an approved private special education program located within a private residential treatment program and, therefore, whose daily education rate has been calculated by the State Department of Education under the Single Cost Accounting System (SCAS). The Department monitors the tuition and related services costs reported in the Tuition Cost Field for each SCAS facility. The Bureau of Grants Management limits the amount that can be included in the district's State Agency Placement or Excess Cost Grant computation. This **daily rate, multiplied by the number of tuition days entered, is the maximum amount that the Department will reimburse your school district under either a State Agency Placement grant or an Excess Cost Grant**. For the latest list of programs that are subject to SCAS rate calculations see the Approved Private Special Education Programs Per Diem Rates in the Appendix under SEDAC References

There are three fields to report costs for students: Tuition Cost (which includes tuition and related services excluding transportation), Transportation Cost, and Room and Board Cost. The SCAS-calculated rate is an all-inclusive rate. If a student is placed by a state agency take the approved daily SCAS rate, and multiply it by the number of tuition days. If the student is placed by the LEA and the facility charges a daily rate for the same tuition and related services that is different from the SCAS rate, report the actual cost in the Tuition Cost field. Any payment in excess of these rates is ineligible for reimbursement by the Department. If the student attends as a day student, fill in transportation costs in the Transportation Cost field.

If a student receives services that are not typically provided by the program and the program believes that the SCAS-calculated rate will not cover the cost of such services, the program may request that the State Department of Education adjust the rate (which is an average rate and applicable to all students within the program). If the student receives services through a source other than the special education program, such as placement in an additional separate program, costs for these services can be reported by entering a second contract.

To report residential services in a SCAS facility (if your local school district places a student in a SCAS facility and pays for residential services), fill in the costs in the Room and Board Cost field. More typically, however, the student is placed in a SCAS facility by a state agency, such as the Department of Children and Families or the Judicial Branch. In these cases, you are not responsible for any residential costs, so the Room and Board Cost field is left blank.

Terminology

Term	Definition
APSEP	Approved Private Special Education Program
CSDE	Connecticut State Department of Education
IEP	Individualized Education Program A written education program for a child with a disability that is developed by a team of professionals (administrators, teachers, therapists, etc.) and the child's parents; it is reviewed and updated at least yearly and describes the child's present performance, what the child's learning needs are, what services the child will {receive}, when and for how long, and identifies who provides the services.
LEA	Local Educational Agency **- which** is either a city or town's board of education, or a regional school district.
Nexus	The Nexus District is the district that has the legal responsibility to identify, educate, and pay for a special education student under the Individuals with Disabilities Education Improvement Act (IDEA 2004).
Open Choice	Open Choice is an inter-district public school program intended to improve academic achievement; reduce racial, ethnic and economic isolation; and provide a choice of educational programs for public school students. The Open Choice program allows urban students to attend public schools in nearby suburban towns. It also allows suburban and rural students to attend public schools in a nearby urban center. The program includes Hartford, Bridgeport, New Haven and their surrounding school districts.
PPT	Planning and Placement Team
PSIS	Public School Information System
PSIS REGISTRATION	The database used for all student registrations and ongoing maintenance of student information.
Quasi-Public	Endowed and Incorporated Academies
SASID	State Assigned Student ID
SDE	State Department of Education
SEA	State Educational Agency