High-Cost Special Education Aid Claim Instructions

The High-Cost Special Education (HCSE) application is located <u>here.</u> To log in, you MUST have a <u>Wisconsin Web Access Management System</u> (WAMS) account. You must then contact your district's Application Security Manager (ASM) administrator and provide your WAMS User ID. See our <u>Help with Common SLR Issues</u> page for more information.

	🧔 PUBL	IC INSTRUCTION
Signi	n to use available applications	
	Sign in with WAMS	 Access to DPI secure applications just a click away with your district account Experience continued signed-in with a valid Coogle session Sign in with Google
	Need	help signing in?
	Please do n	ot bookmark this page.
WEB ACCESS WEB ACCESS MANAGEMENT SYSTEM	WARNING: You are accessing the State of Wise equipment, systems, services, and software co State of Wisconsin The State of Wisconsin res this medium in a manner consistent with Stat auditing, inspection and disclosure. Only softy permitted on this network. Any lilegal or unau any person(s) may be subject to civil or crimin action where appropriate.	consin Local/Wide area network. This system is for authorized users only. All morected to this network are intended only for the official business use of the erves the right to audit, inspect and disclose all transactions and data sent over te and Fedral laws. By using this system you expressly consent to all such ware approved, scanned for virus, and licensed for State of Wisconsin use will be thorized use of State of Wisconsin equipment, systems, services, or software by all prosecution under state and federal laws, and may also result in disciplinary

Select the High-Cost Special Education button.

	WISCONSIN DEPARTMENT OF Public Instruction
SFS WiSFiP	
	Wisconsin School Finance Portal (WiSFiP)
Welcome! This collection of related Department of Public Instruction throughout Wisconsin. <i>Click the appropriate module button</i>	(DPI) School Financial Services (SFS) application modules is intended for use by DPI personnel, school districts and the general public below to get started (WAMS login credentials required).
Chapter 220	Manages all children participating in the Milwaukee-area Chapter 220 program.
High Cost Special Education	ESSA-required school district Special Ed data and reporting based on LEA/district.
School Level Reporting	ESSA-required school district budget and annual submission and reporting based on LEA/district.
We invite your comments and suggestions to improve the SFS Team home page for details.	he ease of data submission and quality of the data reported to the department. Contact our School Finance Consultants directly or visit

You will now see the home tab of the HCSE claim application.



This High Cost Special Education module collects data from school districts, independent charter schools, CESAs and CCDEBs that incurred significant non-administrative costs for providing special education and related services to their students in a respective school year in order to claim high cost special education aid. Note that an eligible agency may claim only its own incurred costs.

Select the 2022-2023 year from the dropdown to enter costs. Select your LEA/District.



The application process begins with identifying your high-cost special education students. HCSE students have costs like tuition (placement), 1:1 aide(s); special transportation arrangements, or special equipment (e.g., changing table).

Select the Student tab at the top and select the + Add New Student option.

SFS High Cost Special Education Module



The applicant will use the student's WISEid to access WISEdata information. Enter the WISEid and the application will populate with the student's name. The applicant will also need to identify the Medicaid revenue and/or open enrollment statement revenue if your district used the <u>actual cost</u> open enrollment option. The applicant does not have to identify revenue from basic open enrollment option.

This resource identifies ways to resolve issues with WISEid data that does not automatically fill when entered on the Child-Specific tab in the HCSE claim.

Enter Student WISE ID *		Search
Medicaid SBS Revenue	0	
Open Enrollment Statement Revenue	0	

Enter the WISEids for your student(s) so that you now have a list of students you would like to claim, each in a single row displaying their demographic information.

Select the small black triangle next to the WISEid of the first student to view associated data.



There are 4 summaries of information provided on the Students tab:

• The Student Cost Summary provides calculated cost data by funding source. This table may not be edited by the applicant.

Student Cost Summary											
Projects 019 & 380 Objects (Aid Eligible)	Projects 011, 091 & 092 (Aid Eligible)	Other Local Project 019	Grant Funded	Total Cost							
\$0.00	\$65,830.82	\$0.00	\$3,069.00	\$68,899.82							

 The Student Specific Cost table allows the applicant to enter costs of this one and only student who is singularly served. The applicant may select + Add Child Specific Cost and enter each individual cost for the student that includes an accurate cost description. Click the Update button to save any changes. These Student-Specific costs are not part of any program listed on the Programs tab. These are services provided to this one and only student.

Student-Specific Cost											
+ Add Child-Specific Cost											
Cost Type	Cost Description	Projects 019 & 380 Objects (Aid Eligible)	Projects 011, 091 & 092 (Aid Eligible)	Other Local Project 019	Grant Funded	Total Cost					
Salary/Benefits	DHH Interpreter	\$0.00	\$39,961.22	\$0.00	\$0.00	\$39,961.22	🖋 Edit 🗙 Delete				

• The Student-Specific Program summary uses data you entered into the Program tab to calculate the costs based on additional data you enter when you select the + Link Student to Program button. The applicant may link a program to a specific student on the Students tab only after the program data has been entered. *The applicant must first enter program information on the Programs tab before linking data on the Students tab.*

	otucine-opecific Program												
+ Link Student to Program													
Program Title	Unit of Services	Program Description	Number of Days Student Served By Program	Number of Minutes Student Attends	Number of Periods Student Attends	Projects 019 & 380 Objects (Aid Eligible)	Projects 011, 091 & 092 (Aid Eligible)	Other Local Project 019	Grant Funded	Total Cost			
Special Education	Caseload		180	0	0	\$0.00	\$6,035.40	\$0.00	\$0.00	\$6,035.40	🖋 Edit 🗙 Delete		
Special Education	Caseload		180	0	0	\$0.00	\$10,857.60	\$0.00	\$0.00	\$10,857.60	🖋 Edit 🗙 Delete		

The HCSE Claim will now ask you for student data including Units of Service. This is a critical choice that will affect the calculation of aid and must be taken directly from the IEP. If the data is not provided in the IEP please contact the service provide for confirmation.

• The Student-Specific Equipment summary uses data you entered into the Student Equipment tab to calculate the costs based on additional data you enter when you select the + Add Child Specific Equipment to Program button. The applicant may link a program to a specific student on the Students tab only after the equipment data has been entered. The applicant must first enter equipment information on the Equipment tab before linking data on the Students tab.

Student-Specific Equipment											
+ Add Child-Specific Equipment											
Equipment Name	Projects 019 & 380 Objects (Aid Eligible)	Projects 011, 091 & 092 (Aid Eligible)	Other Local Project 019	Grant Funded	Total Cost						
			No records returned								

Once you have completed entering the WISEid of your special education student(s) then navigate to the Program tab and select the + Add New Program option.

SFS High Cost Special Education Module



Select + Add New Program to add a program and choose Instruction/Support Services or Transportation from the Program Details drop down menu.

Program Details			×
	* Program Category:		•
	* Program Title:	Instruction/Support Services Transportation	*
	Program Description:		
		Save	Cancel

In this example, Instruction/Support Services is being added. Make sure your Program title is something meaningful as you need to reference it later when you link the student to it. In this example the word "Westside" was used. The Program Description field is optional. This is where the applicant identifies the Program's Unit of Service; Caseload, Days, Minutes, or Periods.

Program Details		×				
* Program Category:	Instruction/Support Services					
* Program Title:	Speech/Language (Westside)					
Program Description:	Speech at Westside Middle School					
* Unit of Service:	•					
	Caseload					
	Days					
	Minutes	J				
	Periods					

Based on the Unit of Service the applicant chooses, different follow up questions populate.

Program Details			×				
* Program Category:	Instruction/	Support Services	•				
* Program Title:	* Program Title: Speech/Lan						
Program Description:	Speech at W	at Westside Middle School					
* Unit of Service:	Minutes		•				
Total Days of Instruction (school yea	r = 180 days):	180					
Number of Instructors Connected	d to Program:	2					
Hours in a Day This Progra	am is Offered:	5					
		Save 🛇 Canc	el				

When you select Transportation, the Unit of Service defaults to Days.

Program Details			×					
* Program Category:	* Program Category: Transportation							
* Program Title:	* Program Title: Westside Bu							
Program Description:								
* Unit of Service:	Days		▼					
Number of Students on Bus (AM/PM	is one route):	20						
Total Days Bus Route Transports (school year	r = 180 days):	180						
		Save	⊘ Cancel					

The Program tab will display the programs entered.

Ŀ	Add New Regian														
	Program Category	Program Title	Program Description	Unit of Services	Number of Students on Bus (AM/PM is one route)	Total Days Bus Route Transports (school year = 180 days)	Average Number of Students Served in a Day	Average Number of Students in a Program Period	Total Days of Instruction (school year = 180 days)	Total Number of Students Receiving Program Services	Number of Periods Offered in a Day (i.e. 4 Periods A day)	Number of Instructors Connected to Program	Hours in a Day This Program is Offered		
٠	Instruction/Support Services	Speech/Language (Westside)	Speech at Westside Middle School	Minutes	0	0	0	0	180	0	0	2	5	🖋 Edit	× Delete
٠	Transportation	Westside Bus		Days	20	180	0	0	0	0	D	0	0	🖋 Edit	× Delete

Note the arrow expands the program to identify costs. By selecting the Add Program-Specific Cost option, the applicant can enter specific costs for the program such as salary/benefits or supplies. Equipment can be added here by selecting the Add Program-Specific Equipment or go directly to the Equipment tab.

Number of species of s																
Projects 019 & 130 Objects (Add Eligibite) Projects 019 & 130 Objects (Add Eligibite) Other Lead Project 019 Genet Funded Teal Cest Projects 019 & 130 Objects (Add Eligibite) Projects 019 & 130 Objects (Add Eligibite) Other Lead Project 019 Genet Funded Teal Cest V V Projects 019 & 130 Objects (Add Eligibite) Projects 019 & 130 Objects (Add Eligibite) Other Lead Project 019 Genet Funded Teal Cest V V Cest Operingtion Projects 019 & 130 Objects (Add Eligibite) Projects 019 (Add Eligibite) Other Lead Project 019 Genet Funded Teal Cest Cest Operingtion V V No	4	Instruction/Support Services	Speech/Language (Westside)	Speech at Westside Middle School	Minutes	0	0	0	0	180	0	0	2	5	🖉 Edit	× Delete
Projects 019 & 330 Objects (Aid Eligibite) Other Lecal Project 019 Gaset Provide Table Coils Projects 019 & 330 Objects (Aid Eligibite) Projects 019 & 330 Objects (Aid Eligibite) No records returned																
Projects 919. 830 Objects (Aid Bigble) Projects 919, 830 Objects (Aid Bigble) Other Lead Project 919 Gast Panded Tead Cect No recode returned							Pro	gram Cost Sumr	nary							
No records returned • Add Poopure-Specific Cost • Cest Type • Cest Type <t< th=""><th></th><th>Projects 019 &</th><th>380 Objects (Aid Eligible)</th><th>Projec</th><th>ts 011, 091 & 092 (Aid Eligible</th><th>)</th><th></th><th>Other Local Project 01</th><th>9</th><th></th><th>Grant Fun</th><th>ded</th><th></th><th>1</th><th>otal Cost</th><th></th></t<>		Projects 019 &	380 Objects (Aid Eligible)	Projec	ts 011, 091 & 092 (Aid Eligible)		Other Local Project 01	9		Grant Fun	ded		1	otal Cost	
Cest Type Cest Description Projects 019 dk 300 Objects (Add Eligable) Other Lesc Project 019 Geant Funded Total Cest • Add Program: Specific Cost • No records resumed • No records resumed • Add Program: Specific Equipment • Projects 019 dk 300 Objects (Add Eligable) Other Lesci Project 019 • Geant Funded Total Cest • Add Program: Specific Equipment • Projects 011, 012 Add Eligable) Other Lesci Project 019 • Records resumed								No records returned								
Program-Specific Cost cet Type Let a Type parts-Specific Cost No records returned Search Funded Tetal Cost Search Funded Search Funded Search Search No records returned Search Search No records returned Search Search No records returned No records returned Search Search No records returned																
							Pro	ogram-Specific C	ost							
Cest Type Cest Description Projects 019 & 38 00 Objects (Aid Eligible) Other Local Project 019 Grant Funded Total Cest I <		+ Add Program-Specific Cor	a.													
No records returned No records returned No records returned No records returned Program-Specific Equipment + Add Program-Specific Equipment Name Projects 011, 011, 0012, 0021 (0011, 0012, 0012) (0011, 0012, 0012, 0012, 0012) (0011, 0012, 0012, 0012) (0011, 0012, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012, 0012) (0011, 0012) (0011, 0012) (0011, 0012) (00112, 0012) (00112, 0012)		Cost Type	Cost D	escription Projects	019 & 380 Objects (Aid Eligib	le) Projects 011, 0	91 & 092 (Aid Eligible	e) Other L	ocal Project 019	Gra	int Funded	T	otal Cost			
Image: Contract Contract Contract Program-Specific Equipment								No records returned								
F Add Program Specific Equipment Projects 019 & 310 Objects (Aid Eligible) Projects 011, 011 & 002 (Aid Eligible) Other Lecal Project 019 Grant Funded Total Cest		H 4 0 F H														No items to display
Frogram-Specific Equipment Fogram-Specific Equipment Name Projects 019 & 310 Objects (Aid Eligible) Projects 011, 001 & 002 (Aid Eligible) Other Lecal Project 019 Grant Funded Total Cest							Brown	em Paccific Equ	amont							
4 Add Program-Specific Equipment Projects 019 & 3180 Objects (Aid Eligible) Projects 011, 001 & 002 (Aid Eligible) Other Local Project 019 Grant Funded Total Cost							Frogh	am-opecific Equ	ipment							
Equipment Name Projects 019 & 310 Objects (Aid Blighte) Projects 011, 011 & 082 (Aid Blighte) Other Local Project 019 Grant Funded Total Cost		+ Add Program-Specific Equ	ipment													
		Equipment Na	me Projec	ts 019 & 380 Objects (Aid Eligibl	e) Projects 011, 05	1 & 092 (Aid Eligible)		Other Local Project 01	9	Grant Fur	nded		Total Cost			

By selecting the Add Program-Specific Cost option, the applicant can add costs for the program.

			Program-Spec	ific Cost		
+ Add Program-Specific Cost						
Cost Type	Cost Description	Projects 019 380 objects(AidEligible)	Projects 011,091&092(AidEligible)	Other Local Project 019(Local)	Grant Funded (Grant)	Total Cost

The example here is entering the salary/benefits for one of the instructors for the Speech/Language (Westside) program. The applicant will need the instructor's License EFN and name as the application is not yet linked to WISEstaff. A future upgrade to this online application will be a connection with WISEstaff verifying staff's license and assignment in real time. The Cost Description is an optional field.

Program Cost Type Details	×	
Program Title:	Speech/Language (Westsi	
Unit of Service:	Minutes	
* Enter CostType ID:	Salary/Benefits 🔹	
Cost Description:	R. Smith	
* License EFN:	123456789	
* Instructor Name:	R. Smith	
* WUFAR Code:	156000 🗸	
Projects 019 & 380 Objects (Aid Eligible):	\$0 *	
Projects 011, 091 & 092 (Aid Eligible):	\$75,000	
Other Local Project 019:	\$0 *	
Grant Funded:	\$0	
Total Cost:	\$ 75000	
	Save O Cancel	

The example here shows the costs entered for this Speech/Language program. It is a good example to see why completing the Cost Description field maybe helpful.

Instruction/Support Services	Speech/Language (Westside)	Speech at Westside N School	tiddle Minutes	0	0	0	0	180	0	0	2	5	10	sit X Delete
					Proj	gram Cost Sumi	mary							
Projects 019 & 3	180 Objects (Aid Eligible)		Projects 011, 091 & 092 (Aid Eligible)		Other Local Project 01	19		Grant Fun	ded			Total Cost	
	\$0.00		\$140,000.00			\$0.00			\$0.00				\$140,000.00	
					Pro	gram-Specific (Cost							
+ Add Program-Specific Cost														
Cost Type	Cost Des	cription	Projects 019 & 380 Objects (Aid Eligib	le) Projects 011,	091 & 092 (Aid Eligible) Other L	ocal Project 019	Gr	int Funded	Te	otal Cost			
Salary/Benefits	R.Sr	nith	\$0.00		\$75,000.00		\$0.00		\$0.00	\$7	5,000.00	🥒 Edit	× Delete	
Salary/Benefits	8.7	Vid	\$0.00		\$65,000.00		\$0.00		\$0.00	\$6	5,000.00	🖉 Edit	× Delete	
H 4 1 F H														1 - 2 of
					Progra	ım-Specific Equ	ipment							
+ Add Program-Specific Equi	ipment													
Equipment Nar	ne Projects	019 & 380 Objects (Air	d Eligible) Projects 011, 0	1 & 092 (Aid Eligible		Other Local Project 01	9	Grant Fu	nded		Total Cost			
						No records returned								

The example here is entering costs for the Transportation program. When the applicant enters Transportation, the Cost Type ID defaults to Transportation and the WUFAR Code defaults to 256000.

Edit		×			
Program Title:	Westside Bus				
Unit of Service:	Days				
* Enter CostType ID:	Transportation	•			
Cost Description:					
* WUFAR Code:	256000	•			
Projects 019 & 380 Objects (Aid Eligible):	\$0	▲ ▼			
Projects 011, 091 & 092 (Aid Eligible):	\$75,000	*			
Other Local Project 019:	\$0	* *			
Grant Funded:	\$75,000	•			
Total Cost:	\$ 150000				
	✓ Update	Cancel			
The next tab is the Equipm	ient tab.				
	Wisconsin Scho	ol Finance Porta	l (WiSFiP)		
	Home Student Progra	m Equipment Specified	Services Finalize		
This page is for listing any equipment used in fiscal year by a program listed, or a 20% of the purchase cost is eligible to be claimed.	Equip in individual student. The equipment must have been purc	ment Management	 last 5 years and used exclusively	y for special education and rela	ted services during that time.
+ Add new Equipment					
Adding Equipment For Equipment Name SerialNumber/VIN	Projects 011,09180092(Ai DatePurchased Iligible)	d Projects 019 380 objects(AidEligible)	Other Local Project 019(Local)	Grant Funded (Grant)	Total

Equipment can be child-specific or program as the applicant will be asked to identify which when entering the detail.

Equipment Details			×
Adding Equipment For *		*	
Equipment Name *	Child-Specific	*	
Equipment Description	Program Related	•	
SerialNumber/VIN *			
Date Purchased *	2/17/2021		
WUFAR Code *		•	
Projects 019 380 objects(AidEligible)	\$0.00	*	
Projects 011,091&092(Aid Eligible)	\$0.00	* *	
Other Local Project 019(Local)	\$0.00	* *	
Grant Funded (Grant)	\$0.00	*	
Total Cost	\$ 0		
		Save	⊘ Cancel

The equipment must have been purchased by the applicant within the last 5 years of the fiscal year being claimed and used exclusively for special education and related services during that time. A depreciated amount equal to 20% of the purchase cost is eligible to be claimed. *An applicant can only claim depreciation for an equipment entry once*. The system has checks in place to verify equipment entries. The example here shows the application flagging an entry for a total cost of \$4,000 and alerts the applicant that the entry does not meet the \$5,000 threshold.

	uasfs.dpi.wi.gov says			tehic	le Purchase	F
	Equipment Cost entered for equipme	nt is less than \$5000	_			
			ОК			
	Equipment Details					×
DI	Adding Equipment For *	Child-Specific	•			
	Equipment Name *	changing table				
	Equipment Description					
m	SerialNumber/VIN *	258963				
	Date Purchased *	2/12/2019				
	WUFAR Code *	214000	•			
	Projects 019 380 objects(AidEligible)	\$0.00		* *		
Pi	Projects 011,091&092(Aid Eligible)	\$0.00		*		
	Other Local Project 019(Local)	\$4,000.00		* *		
sti	Grant Funded (Grant)	\$0.00		*		
	Total Cost	\$ 4000				
				Save	O Cancel	

In addition, if the applicant enters a date older than 5 years, the system alerts them that is not a valid date.

uasfs.dpi.wi.gov says			T Vehicle	Purchase	
The Purchase date is past 5 years.		ок			
Edit					×
Adding Equipment For *	Child-Specific	•			
Equipment Name *	changing table				
Equipment Description					
SerialNumber/VIN *	258963				
Date Purchased *	3/10/2014	ti i			
WUFAR Code *	214000	•			
Projects 019 380 objects(AidEligible)	\$0.00		*		
Projects 011,091&092(Aid Eligible)	\$0.00		*		
Other Local Project 019(Local)	\$8,000.00		*		
Grant Funded (Grant)	\$0.00		*		
Total Cost	\$ 8000				
		_			
			/ Update	⊘ Cancel	

But what if the item is less than \$5,000; does that mean it is not eligible for high cost special education aid? No, it can be entered as a supply for either the program or child-specific if the item was purchased within the fiscal year being collected to meet a student's IEP services.

The Specified Services tab is calculating daily rates for non-administrative pupil services functions based on expenditure data reported in your agency's PI-1505-SE and enrollment data from the WISEdata submission. An applicant does not have to do anything on this tab.

SFS High Cost Special Education Module Home Student Program Equipment Specified Services Finalize Admin ---- Daily Rates for Specified Services ---2020-2021 Data for Aid Paid in 2021-2022

This page calculates the daily rates for social work, guidance, health, psychology, speech/language pathology and audiology based on reported cost data from the PI-1505-SE Special Education Annual Report and enrollment data from the WISEdata submission.

	WHEAR	Aid E	ligible			
Specified Service	Function	Project 011, 091 & 092	Project 019 380 Objects	Other Local Project 019	All Grants Funded	TOTAL
SOCIAL WORK	212000	\$169,806.73	-		\$460.76	\$170,267.49
GUIDANCE	213000	\$150,419.73	-	-		\$150,419.73
HEALTH	214000	\$99,983.07	-	\$356.51	\$648.05	\$100,987.63
LESS SHEETS 3&4	214000	-	•			\$0.00
PSYCHOLGY	215000	\$811,642.45		ō	\$74,929.95	\$886,572.40
GRAND TOTAL		÷	\$1,231,851.98	\$356.51	\$76,038.76	\$1,308,247.25
DISTRICT	117,872 days	-	2	2	-	121
DAILY RATES PER STUDENT		*	\$10.45	\$0.00	\$0.65	\$11.10

After the applicant enters programs and equipment, return to the Student tab and link the students to programs and equipment. Again, by clicking the arrow next to the student it expands the information.



When expanded it looks like this:

					Student Cost 8	Summary					
Projects 019 380 obj	ects(AidEligible)	Pro	jects 011,091&092(Air	d Eligible)	Other	Local Project 01	9(Local)	Grant	Funded (Grant)		Total Cost
\$0.00			\$0.00			\$0.00			\$0.00		\$0.00
					Student-Spec	ific Cost					
+ Add Child-Specific Cost											
Cost Type	Cost Description	Projects 0	19 380 objects(AidElig	ible) Projects 011	,0918:092(Aid Eligible)	Other Le	ocal Project 019(Loca	al) Grant Funde	d (Grant)	Total Cost	
					No records re-	turned					
H K O F H											No items to display
					Student-Specifi	c Program					
+ Link Student to Program											
+ Disk Studenk to Program											
Program Title Unit of Ser	vices Program Description	Number of days student attends	Number of Minutes student attends	Number of Periods student attends	Projects 019 380 objects(AidEligible)	Projects 0	11,091&092(Aid ligible)	Other Local Project 019(Local)	Grant Funded (Grant)	Total Cost	
					No records re	turned					
H 4 0 F H											No items to display
					Student-Specific	Equipment					
■ Add Child-opecific Equipment											
Equipment Name	Projects 019 380 objects	(AidEligible)	Projects 011,091&	092(Aid Eligible)	Other Local Project	019(Local)		Grant Funded (Grant)	Tetal Cost		



It will show 0's for a student until the individual student is linked to the programs and/or equipment the applicant has entered. By selecting the Link Student to Program option the applicant is able to link the individual student to programs entered.

						Student-Specific	Program				
+ Link Student to Program											
Program Title	Unit of Services	Program Description	Number of days student attends	Number of Minutes student attends	Number of Periods student attends	Projects 019 380 objects(AidEligible)	Projects 011,091&092(Eligible)	hid Other Local Project 019(Local)	Grant Funded (Grant)	Total Cost	
						No records retu	med				
H K O F H											No items to display

Be mindful of choosing meaningful Program titles as that is what appears in the dropdown when linking the student to the program. In this example, if the applicant entered Speech/Language for every Speech and Language program, it makes connecting the right student to the right Speech and Language program challenging later. New programs can be added on this screen by selecting Add New Program option.

* Select Program:	•	Add New Program
Number of Days Studen	Cross-Categorical Prog [^] Speech/Language (East	0
Number of Peri	Speech/Language (Wes Westside Bus	0
Number of Minu	A bites Per Day Student Attenus:	0

When linking a student to a Program, it automatically defaults to the Unit of Service used when the Program was entered. In the example, the Unit of Service defaults to minutes as the Program was entered and the follow up questions are pretty straightforward asking the number of days the student was served by the program and number of minutes per day student attends. In this example, the speech and language program operated year long or 180 days which translates to 36 weeks and the student attended 3 times a week for the year; therefore 3 x 36 weeks is 108 days.

Edit	×
* Select Program: Speech/Languag •	
Program Description: Speech at Wes	stside Middl
Unit of Service Selected: Minutes	
Number of Days Student was Served by the Program:	108
Number of Minutes Per Day Student Attends:	60
	✓ Update 🛇 Cancel

This example shows linking the student to the Westside Bus program. The Unit of Service defaults to days to mirror the Program entry. The follow up question is straightforward simply asking number of days the student was served by the program or rides the bus. The application allows the applicant to tailor the transportation days to each student. While the bus route entered may have operated all year, the individual students the applicant is linking to the bus route may or may not have ridden every day. If the applicant is linking multiple students from their high cost claim to same bus route; some students may have rode all year, others may have rode half a year, or some may only ride 2 or 3 days per week.

Edit			×
* Select Program:	Westside Bus 🔹		
Program	n Description:		
Unit of Ser	rvice Selected: Days		
Number of Days Studen	t was Served by the Program:	144	
		✓ Update	⊘ Cancel

By selecting the Add Child-Specific Cost option it brings up the fields to enter a child-specific cost. In this example a 1:1 program aide is entered.

				Student-Specifi	c Cost		
+ Add Child-Specific Cost							
Cost Type	Cost Descripti	on	Projects 019 380 objects(AidEligible)	Projects 011,091&092(Aid Eligible)	Other Local Project 019(Local)	Grant Funded (Grant)	Total Cost
Edit			×				
Enter CostType ID *	Salary/Benefits •						
Cost Description	Program Aide						
License EFN *	135798642	Search					
Instructor Name	S. Hope						
WUFAR Code *	159000 🔻						
Projects 019 380 objects(AidEligible)	\$0.00	÷					
Projects 011,091&092(Aid Eligible)	\$50,000.00	\$					
Other Local Project 019(Local)	\$0.00	\$					
Grant Funded (Grant)	\$0.00	‡					
Total Cost	\$ 50000						
	√ Up	date 🛇 Cano	el				

Child-specific means exactly that, it is without a doubt <u>only a cost</u> for this student. In this example, it means that S. Hope only serves this student and that this student is not served by a group of aides, but by only S. Hope. If the student was served by two program aides, maybe one in the morning and one in the afternoon, then it would be entered as a program, perhaps titled "Aide Program" with two aides identified and two salary/benefits entered for the program.

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To link equipment to the student, select the Add Child-Specific Equipment.

	Student-Specific Equipment										
+ Add Child-Specific Equipment											
Equipment Name	Projects 019 380 objects(AidEligible)	Projects 011,091&092(Aid Eligible)	Other Local Project 019(Local)	Grant Funded (Grant)	Total Cost						
			No records returned								

For this example, only a changing table was entered under the Equipment tab so that is the only piece of equipment that shows as an option from the dropdown. The applicant can add equipment from this screen as well.

Select Equipment *		Add a new Equipment		
	changing table	* *		
			Save	⊘ Cancel

When selecting equipment from the dropdown, the 20% depreciation amount displays (e.g. changing table total was \$8,000 and 20% is \$1,600). *An equipment entry can only be linked once within the application to either a program or a student.*

Select Equipment *	changing table 🔹
Equipment Name	changing table
Equipment Description	
Projects 019 380 objects(AidEligible)	\$ 0
Projects 011,091&092(Aid Eligible)	\$ 0
Other Local Project 019(Local)	\$ 1600
Grant Funded (Grant)	\$ 0
Total Depreciation	\$ 1600

The applicant can expanded data for any student. In this example, the student entered has a childspecific cost of the 1:1 aide, speech and language program and specialized bus route, and the changing table. At the top there is a student cost summary for each cost bucket as well as an overall total for student.

						Student	Cost Summary						
	Projects 019 & 380 C	Objects (Aid Eligible)			Proje	ts 011, 091 & 092 (Aid E	ligible)		Other Local Project	019	Grant Fund	ied	Total Cost
	\$0.	00		\$61,397.89					\$1,600.00		\$2,998.08		\$65,995.97
						Student	-Specific Cost						
+ Add Child-Specific Cost													
Cost Type		Cost Description	Projects 019 & 38	10 Objects (Aid Eligibl	le) Projects 011	, 091 & 092 (Aid Eligible) Other Loc	al Project 019	Grant Funded		Total Cost		
Salary/Benefits		Program Aide		\$0.00		\$50,000.00	5	0.00	\$0.00		\$50,000.00	🖋 Edit	× Delete
H K I F H													1 - 1 of
						Student-S	pecific Program						
+ Link Student to Program													
Program Title	Unit of Services	Program Descrip	tion	Number of Days Student Served By Program	Number of Minutes Student Attends	Number of Periods Student Attends	Projects 019 & 380 Objects (Aid Eligible)	Projects 011, 091 & (Aid Eligible)	092 Other Local Project 019	Grant Funded	Total Cost		
Speech/Language (Westside)	Minutes	Speech at Westside Mide	dle School	108	60	D	\$0.00	\$8,399.81	\$0.00	\$0.00	\$8,399.81	🖋 Ed	K Delete
Westside Bus	Days			144	0	0	\$0.00	\$2,998.08	\$0.00	\$2,998.08	\$5,996.16	🖉 Ed	K X Delete
H K I F H													1 - 2 of
						Student-Sp	ecific Equipment						
+ Add Child-Specific Equipment													
Equipment Name		Projects 019 & 380 Objects (Aid	Eligible)	Projects 011, 091 & 0	992 (Aid Eligible)	Other L	ocal Project 019		Grant Funded	Total	Cost		
changing table		\$0.00		\$0.00			\$1,600.00		\$0.00	\$1,60	0.00	🖋 Edit 🗙	Delete



The last tab is the Finalize tab. It provides a summary of costs entered for each student. After the applicant reviews their data for accuracy, select the Proceed option at the bottom to continue on.

				SFS Hi	gh Cost	Special E	Educatior	n Modul	е					
			Hor	me Student	Program	Equipment Sp	ecified Services	Finalize	Admin 🔻					
					F	inalize Cla	aim							
				20	20-2021 Da	ita for Aid Pa	aid in 2021-	2022						
					#1 - Stu	dent Costs Ø2 - Fi	nalize Claim							
6		Below is a s other sheet	ummary of stude s to determine th	ents who received ne amount being	l special educatio claimed (90% of	n and related serv eligible costs) for e	ices from the app each student.	olicant. The page	e also pulls in data	from the				
	Student Costs		:	Specified Services Co	its	Total Student Cost			Student Dedu	ctible Revenues			Aid Eli	gibility
Aid Eligible	Other	Grant Funded	Aid Eligible	Other	Grant Funded	Total	Spec, Ed. Aid	GrantFunded	Medicaid SBS	Open Enrollment	Total Revenues	Deductible >\$30,000	Eligible Costs	90% of Eligible
\$61,397.89	\$1,600.00	\$2,998.08	\$1,818.43	\$0.53	\$112.25	\$67,927.18	\$18,889.04	\$3,110.33	\$0.00	\$0.00	\$21,999.36	\$0.00	\$37,927.18	\$34,134.46
						Proceed								

The next part of the Finalize tab is comparing your high cost special education aid claim to your agency's PI-1505-SE data. Your claim can match or be lower than your SE by function. For example, you cannot claim private tuition on your high cost special education aid claim when there is nothing coded to function 436000 in the PI-1505-SE. Or claim a 1:1 program aide for \$50,000 when there is only \$25,000 coded to function 159000 in the PI-1505-SE. These would be clear disconnects to what you are reporting. No high cost special education claim can be submitted with these errors. Highlighted orange disconnects like you see here will prevent you from submitting your claim.

					Finali	ze Claim					
			Please corre Please fix b	ct the claim errors: elow RED highlated error	s before submitting the c	laim.					
					#1 - Student Cost	#2 - Finalize Claim					
Claim Summary: Number of Studer	nts: 1			Total Student Costs	≈ \$67,927.18			Estimated Aid Elig	ibility: \$ 34,134.46		
Verify Costs in Cl	aim Against PI-1505-SE	Data:									
Total Costs from T	his Claim: Includes costs	from Programs and Stude	nt Costs plus any equipme	nt purchases made in 20	20-2021.						
			- 2020 2021 01 1505 55 -								
Iotal Costs from A	Applicant's PI-1505-SE: Ext	tracted from the applicant	CS 2020-2021 PI-1505-5E1	eport.							
lotal Costs from A	opplicant's PI+1505+5E: Ext	Total Costs	s from This Claim	eport.				Total Costs from	Applicant's PI-1505	-SE	
Iotal Costs from A	Add E	Total Costs	s from This Claim	report.			Aid I	Total Costs from	Applicant's PI-1505	-SE	
WUFAR Function	Aid E Project 011,091 & 092	Total Costs	other Local Project 019	All Grant Funded	TOTAL	WUFAR Function	Aid I Project 011,091 & 092	Total Costs from Eligible Project 019 300 Objects	Applicant's PI-1505 Other Local Project 019	-SE All Grant Funded	TOTAL
WUFAR Function	Aid t Project 011,091 & 092	Total Costs Total Costs Eligible Project 019 380 Objects	other Local Project 019	All Grant Funded	TOTAL \$0.00	WUFAR Function	Aid Project 011,091 & 092 \$250,415.06	Total Costs from Eligible Project 019 300 Objects	Applicant's PI-1505 Other Local Project 019	All Grant Funded \$50,294.37	TOTAL \$300,709.43
WUFAR Function 152000	Aid E Project 011,091 & 092 \$140,000.00	Tottel from the applicant Total Costs Bigible Project 019 380 Objects	other Local Project 019	All Grant Funded	TOTAL \$0.00 \$225,000.00	WUFAR Function 152000 156000	Aid 1 Project 011,091 & 092 \$250,415.05 \$2,623,568.01	Total Costs from Eligible Project 019 380 Objects	Applicant's PI-1505 Other Local Project 019	-SE All Grant Funded \$50,294.37 \$137,563.54	TOTAL \$300,709.43 \$2,795.443.65
WUFAR Function 152000 156000	Aid E Project 011,091 & 092 - \$140,000.00 \$70,000.00	Total Costs Total Costs Eligible Project 019 380 Objects .	other Local Project 019	All Grant Funded	TOTAL \$0.00 \$225,000.00 \$70,000.00	WUFAR Function 152000 156000 158000	Aid 1 Project 011,091 & 092 \$250,415.06 \$2,623,568.01 \$5,040,095.66	Total Costs from Eligible Project 019 380 Objects	Applicant's PI-1505 Other Local Project 019 - 534,312.10 \$58,425.13	All Grant Funded \$50,294.37 \$137,563.54 \$400,659.54	TOTAL 5300,709.43 52,795.443.65 55,587,180.33
WUFAR Function 152000 156000 158000	Aid E Project 011,091 & 092	Total Costs Total Costs Stigible Project 019 380 Objects	other Local Project 019	All Grant Funded - \$95,000.00 -	TOTAL 50.00 1225.000.00 1270.000.00 558,228.33	WUFAR Function 152000 150000 159000	Aid Project 011,091 & 092 \$250,415.05 \$2,523,2568.01 \$5,542,095.66 \$3,011,285.91	Total Costs from Eligible Project 019 380 Objects	Applicant's PI-1505 Other Local Project 019	All Grant Funded 592,224,37 5137,563,54 5488,659,54 5320,226,61	TOTAL \$300,059.43 \$2,795.443.65 \$5,587,180.33 \$3,331.513.52
WUFAR Function 152000 155000 155000 212000	Aid E Project 011,091 & 092 - \$140,000,0 \$70,000,00 \$88,228,33 \$140,006,73	Total Costs Total Costs Stigable Project 019 389 Objects	other Local Project 019	All Grant Funded 595,000.00 5460.76	TOTAL 50.00 \$225,000.00 \$78,000.00 \$88,228.33 \$170,267.49	WUFAR Function 152000 15000 15000 159000 212000	Aid 1 Project 011,091 & 092 \$250,415.06 \$2,223,568.01 \$5,043,095.66 \$3,001,268.91 \$169,056,73	Total Costs from Biglible Project 019 380 Objects	Applicant's PI-1505 Other Leval Project 019 	All Grant Funded 550,294,47 5137,563,54 5400,559,54 5300,226,65 5400,76	TOTAL \$300,709.43 \$2,795.433.65 \$5,837.180.33 \$5,333.5153.52 \$170,267.48
WUFAR Function 152000 156000 156000 212000 211000	Add B Project 011,091 & 092 \$140,000,00 \$70,000,00 \$68,228,33 \$144,867,7 \$150,419,73	Total Costs Total Costs Bigible Project 019 380 Objects	other Local Project 019	All Grant Funded 585,000.00 5460.76	TOTAL 50.00 \$225,000.00 \$70,000.00 \$88,228.33 \$170,267.49 \$150,419.73	WUFAR Function 152000 158000 158000 212000 213000 213000	Aid Project 011,091 & 092 \$250,415.06 \$2,823,568.01 \$5,942,093.66 \$3,001,206.91 \$160,806.07,3 \$150,419.73	Total Costs from Biglike Project 019 380 Objects	Applicant's PI-1505 Other Lecal Project 019 - - \$54,312,10 554,425,13 - -	All Grant Funded 590,294.37 5137,563.54 5488,595.54 5320,226.61 5320,226.61 5420,76	TOTAL 5300,709.43 52,795.444.65 54,587,180.33 54,333,531.52 8170,267.49 5150,41973
WUJAR Function 15200 15600 15600 212000 211000 214000	Add E Project 011,001 & 002 	Total Costs Total	other Local Project 019	All Grant Funded	TOTAL 50.00 5225.000.00 570.000.00 580.228.33 6170.247.49 5150.41573 5100.917.63	WUFAR Function 15200 156000 156000 212000 212000 214000	Aid J Project 011,011 & 092 \$250,415.06 \$2,22,258.001 \$5,942,093.66 \$3,011,288.91 \$160,866.73 \$160,866.73 \$160,847.73 \$99,983.07	Total Costs from Bigible Project 019 380 Objects - - - - - - - - - - - - - - - - - - -	Applicant's PI-1505 Other Local Project 019 - - - - - - - - - - - - - - - - - - -	All Grant Funded 550,294,37 5137,506,364 5488,699,54 5320,226,61 5460,76 - - 5648,05	10744. 5300,709.43 52,799.448.65 53,587.180.33 53,333,53,52 63,70,267.48 5100,367.63 5100,367.63
WUFAR Function 152000 156000 213000 213000 213000 213000 213000	Add 5 Project 011,010 - 542 EX Project 011,01 - 0 5140,000.00 5170,000.00 5580,228,33 5140,806,73 559,9383,67 5511,462,45	Total Costs Total Costs Bigible Project 019 389 Objects	Stock-2021 Printsoster	All Grant Funded - - \$85,000.00 - - \$460.76 - 564.05 \$76,45.95	TOTAL 50.00 \$225,000.00 \$88,228.33 \$170,267.49 \$150,415.73 \$100,987.63 \$566,473.40	WUFAR Function 15200 155000 155000 213000 213000 214000 215000	Aid Project 011,091 & 4092 5250,415.06 53,002,995.66 53,002,995.66 51,002,995.66 51,002,995.67 51,06,419,73 51,06,419,73 599,983,07 51,114,245	Total Costs from Eligible Project 019 300 Objects - - - - - - - - - - - - -	Applicant's PI-1505 Other Least Project 319 - 554,312.10 558,455.13 - - - - - - - - - - - - - - - - - - -	-SE All Grant Funded 50,294.17 5137,563.54 5408,75 5408,75 - 5608.05 573,829.05	107AL \$200,709.43 \$2,795,443.65 \$5,587,100.33 \$5,3153.27 \$170,267,48 \$155,419.73 \$100,307,63 \$66,77,40
WUFAR Function 152000 158000 158000 212000 213000 213000 213000 223000 223000 223000	Add 8 Project 011,001 & 002 5140,000.00 5970,000.00 5982,228.33 5140,000.20 5192,000.00 599,002,87 5193,419,73 5193,419,73 5193,419,73	Total Costs Todal Costs Total	other Level Project 019	All Grant Funded 515,000.00 5462.76 5462.75 5440.55 \$24,025 93.40,05 9.40,05	107441 50.00 5225,000.00 5402,000.00 5402,228.33 51702,228.33 51702,228.33 51702,419.73 5100,419.73 5100,419.73 5100,5172.40 500	W07AR function 153000 156000 159000 213000 213000 214000 21600	Add Project 011,0415.6 5220,1415.6 5220,1256.01 53,0410,956.6 53,0410,957.3 54,98,06.7 54,98,06	Total Costs from BigHe Project 019 380 Objects	Applicant's PI-1505 Other Lead Project 919 	+SE Al Grant Funded 50:034.17 51:07:06134 54:00:054 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:00:05 54:000 54:000	1007AL 5300,709.43 52,595.443.65 55,597.100.37 53,333,55,52 47,72,267.48 559,343.72 5109,397.63 500,397.63 500,572.40 500
WUJAR Function 152000 152000 158000 213000 213000 213000 213000 213000 213000 213000 213000 213000 213000	Add 6 Project 011,001 & 002 \$140,00030 \$102,00030 \$103,0000\$100000000000000000000000000000	Total Cost:	Other Local Project 819	All Genet Funded 545,0000 5460,75 5460,75 5460,55	TOTAL 50.00 \$225,000.00 \$70,000.00 \$80,273.01 \$170,227.40 \$150,419.73 \$100,9197.81 \$100,9197.81 \$100,9197.81 \$100,9197.81 \$100,0197.81 \$100,00	WWFAR Function 15200 15500 15500 21300 21300 21400 21500 21500 21500 21500	Aid Project 01:06 (500 5170-01506 5120-01506 510-02095-60 510-02095-60 510-02095-60 510-02095-60 510-0209 510-0209 510-0209 510-0209 510-0209 510-020 5	Total Costs from	Applicant's PI-1505 Other Load Project 819 1542/123/0 9844533	-SE Al Grant Pender 102,24,17 107,563,54 408,055,4 102,2064 104,075 104,075 104,029	1007AL 5100,709.43 51,599.44145 51,597.180.3 51,315152 51,700,327.44 5100,419.72 5100,917.0 500,00 516,0007.0
WUFAR Function 152000 158000 158000 212000 214000 214000 214000 214000 256000 256000	And 1 Project 01,071 A 02 5140,000,00 5170,000,00 5190,228,33 5190,228,33 5190,419,73 5110,419,73 5110,419,73 5110,419,73 5110,419,73 5110,419,73 517,000,00	Total Cost: Total	other Land Project 019	Al Grant Funded 555,000.00 5660.75 5660.75 5640.55 574,752.95 574,752.95 575,752,755 575,752,755 575,752,755 575,755 5	TOTAL 50.00 502.00.00 107.00.00 504.228.33 5170.227.49 5150.418.73 508.572.40 50.00 50.00 50.00 50.00 50.00 50.00 50.00 5150.00000	W07AF function 15300 15400 15600 23300 23300 23300 23500 23500 23500 23500 23500 23600	Add Project 011.001 & 002 5200.41506 5400.41506 5400.40507 5	Total Costs from BigMe Project 019 300 Objects	Applicant's PI-1505 Other Local Project 919 	-SE Al Grant Funded 50:034.17 51:03:03.64 50:00:226.61 50:00:226.61 50:00:226.61 50:00:26	1007AL 5100,279-43 52,797,443.65 54,537,1603.3 54,537,1603.3 5175,257.44 5175,257.44 505,07 505,07 505,07 544,547,544 555,726.44
WURAE Function 15000 15600 15600 21000 21000 21000 21000 21600 21600 23600 23600 23600 23600 23600 23600 23600 23600 23600 23600 24600	And 1 Project 01,601 & 002 1440,00000 1570,00000 1580,228.33 1510,887.3 1510,487.73 1511,442,45 1513,000,00	Total Cost: Total Cost: Total State State Project 019 380 Objects	ofer Lead Project 39 	All Grant Funded 510,000,00 1640,75 1640,75 174,552,552,552,552,552,552,552,552,552,55	TOTAL 50.05 512,2000,00 548,228,33 5170,247,49 5190,487,43 5190,487,43 5190,487,43 5190,487,43 5190,487,43 50,00 50,00 50,00 50,00	WUFAR Function 13,2000 13,000 13,000 13,000 23,1000 23,1000 24,1000 24,000 24,000 24,000	Aid Project 911 2003 4550,41506 4522,15607 450,405076 450,405076 450,405077 450,40507 450,4	Total Costs from mgde Pret 01 380 Object - - - - - - - - - - - - - - - - - - -	Applicant's PI-1505 Other Local Project 319 B4-1212/0 B58-6319 5156-51 5156-51 5156-51 5156-52 5166-52	-SE Al Grant Funded 55294.37 53295.43 4480.054 5400.2264 5400.2264 5400.2264 5400.2264 5400.2264 5400.256 5400.256 5400.256 5400.257	107AL 1032579-43 12759-44465 153279-100-20 153287-100-20 1532