# High Cost Special Education Aid Overview

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**DPI Consultant, SFS Team** 





- Program summary
- Eligibility
  - Costs
  - Students
- Maximizing Revenue
- Claim software





## WHAT IS HIGH COST SPECIAL EDUCATION AID?



## **High Cost Basics**

- Prior year reimbursement
- 70 % of Actual Additional Costs for <u>one</u> student over \$30,000 after deductions
- Fixed pot of money-prorated payments
- Paid in June
- Cannot receive w/ Supplemental SPED Aid



## **Eligible Actual, Additional Cost**

...is a cost that would not exist but for the need to provide special education and related services to <u>one particular</u> student with disabilities, above and beyond the costs for all other students with disabilities served by the LEA.



# **Eligibility Questions to Consider**

- Was a position increased or created to serve the student?
- Did you have to create a program specific to their disability when they enrolled?
- Does the IEP specify equipment or services you would not otherwise have available?
- If the student left the district, would the cost go away?

The more firmly you can answer these with "yes," the more likely a cost is eligible.





## WHICH STUDENTS ARE ELIGIBLE FOR HIGH COST SPECIAL EDUCATION AID?

### WHAT COSTS ARE ELIGIBLE?



## **Statutory Definition**

Total non-administrative special education and related services costs for a student

- State Special Education &
   SAP Aid
- Federal IDEA Funding
- Medicaid reimbursement

\$30,000 or more



# **Base Toward Eligibility**

- Problem: How to allocate shared staff/costs?
  - Cross-categorical teachers
  - Speech & Language therapy
  - Occupational Therapy (OT) & Physical Therapy (PT)
  - Supplies

# **Base Toward Eligibility**

Solution: Give credit towards eligibility for students enrolled in a typical program

- First part (currently \$11,900) assumed to cover these costs
- Next part (currently \$18,100) covers child-specific services
- Not applied to students in special education focused schools



# **Base Toward Eligibility**

### **Represents shared program costs**

- Cross-categorical teachers, substitutes & classroom aides
- Assessments & evaluations
- OT, PT, Audiology & Speech/Language therapy
- Shared materials & supplies
- Transition coordinators
- Pupil services
  - Guidance, psychologist, school nurse, social work



## **Exceptions to the Base**

Full-time "special education school" placement

- CESA/CCDEB school (e.g. Syble Hopp, Lakeland, Turning Point)
- Private school (Richardson, Lad Lake, ODTC)
- Elmbrook SD Fairview South & SEDA 2r in Milwaukee
- Out-of-state public school

No base applied but full tuition/cost is eligible, including any services in the base credit.

## **Exceptions to the Base**

## Open Enrollment "Tuition" No longer in effect for 2016-17 students / 2017-18 claims



## **Eligible Student-Specific Costs**

- Instructional or transportation aides
- Attendant care aides
- Hearing (HI) or Visual Impairment (VI) instruction
- Educational Interpreter
- Extended School Year (ESY)



## **Eligible Student-Specific Costs**

- Nursing services (position for this student only)
- Orientation & Mobility services
- Specialized transportation
- Transition services
- Tuition



# **Additional Eligible Student-Specific Costs**

- Construction or renovation
- Non-HI / VI instruction
- Equipment
- Materials or supplies
- Technology

These require the submission of supporting documentation



# **Additional Eligible Student-Specific Costs**

- Vehicle modification
- Vehicle purchase/lease in lieu of contracting
- Other student-specific costs

### These require the submission of supporting documentation



# **Costs for Multiple Students**

- Cost shared by small group of students with a particular disability or need
  - **\*** Examples:
    - Teacher with specific expertise/certification
    - Attendant care aide
    - Self-contained program ("school within a school")
- Every request reviewed separately
- Approvals specific to that request and LEA



## **Maximizing Revenue**

# HOW DOES HIGH COST SPECIAL EDUCATION AID INTERACT WITH OTHER STATE AND FEDERAL

### **FUNDING SOURCES?**



# **How Funding Stacks**

### <u>"Below the Line" – Base Cost & Grant Funds</u>

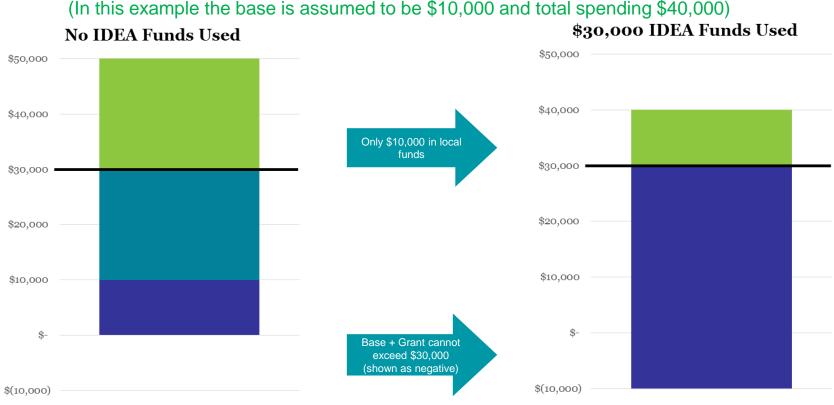
- First \$30,000 is base cost (if any) + grant funds
- Extra grant funds shift costs below the \$30,000 threshold

### <u>"Above the Line" – SPED/SAP Aid & Medicaid SBS</u>

- Special Education/SAP Aid and Medicaid SBS reimbursement offset local costs above the \$30,000 threshold
- High Cost would only cover 70% (or less) of what you'd receive without those deductions



# "Below the Line" - Using IDEA Funds



■ Base + Grant Costs ■ Local Below \$30k ■ Local Above \$30k

## "Above the Line" – Aid Deductions

(In this example the base is assumed to be \$10,000 and total local spending \$40,000)

### \$50,000 \$50,000 \$40,000 \$40,000 eligible costs after deductions \$30,000 \$30,000 \$20,000 \$20,000 \$10,000 \$10,000 \$-

**Before Deductions** 

#### SPED/SAP Aid & \$2,500 SBS

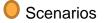
■ Base + Grant Costs ■ Local Below \$30k ■ Local Above \$30k

■Base+Grant ■ < \$30k ■Net > \$30k ↓SBS ↓SPED Aid

## Local Cost Impact of Using IDEA Funds

### \$40,000 \$30,000 \$20,000 \$10,000 \$-\$-\$10,000 \$20,000 \$30,000 \$40,000 **IDEA Grant Funds Used**

### Student in local school with \$40,000 in costs



IDEA Grant Funds — SPED/SAP Aid — High Cost SPED Aid — Net Local Cost

## Local Cost Impact of Using IDEA Funds Scenario 1: All Local Dollars

Unadjusted Actual, Additional Costs	
Aidable costs	40,000.00
Non-aidable costs	
Grant-funded costs	
Total Unadjusted Costs	40,000.00
Adjusted Costs	
Adjusted Base	
Base cost	11,900.00
Grant-funded costs	-
Subtotal	11,900.00
Lesser of subtotal or \$30,000	11,900.00
Local Costs	
Aidable costs	40,000.00
Non-aidable costs	-
Subtotal	40,000.00
Deductions	
Estimated SPED/SAP Aid proration	26.00%
Estimated SPED/SAP Aid deduction	(10,400.00)
Total Adjusted Costs	41,500.00

Eligible Costs	
Adjusted costs	41,500.00
Eligibility threshold	(30,000.00)
Subtotal	11,500.00
Eligibility percentage	70.00%
Total Eligible Costs	8,050.00
Estimated Payment	
Eligible costs	8,050.00
Estimated High Cost SPED Aid proration	100.00%
Total Estimated Payment	8,050.00
Net Local Cost	21,550.00

Assumes no Medicaid Reimbursement or Tuition Arrangement

## Local Cost Impact of Using IDEA Funds Scenario 2: Grant Dollars = Threshold Less Base

Unadjusted Actual, Additional Costs	
Aidable costs	21,900.00
Non-aidable costs	
Grant-funded costs	18,100.00
Total Unadjusted Costs	40,000.00
Adjusted Costs	
Adjusted Base	
Base cost	11,900.00
Grant-funded costs	18,100.00
Subtotal	30,000.00
Lesser of subtotal or \$30,000	30,000.00
Local Costs	
Aidable costs	21,900.00
Non-aidable costs	-
Subtotal	21,900.00
Deductions	
Estimated SPED/SAP Aid proration	26.00%
Estimated SPED/SAP Aid deduction	(5,694.00)
Total Adjusted Costs	46,206.00

Eligible Costs	
Adjusted costs	46,206.00
Eligibility threshold	(30,000.00)
Subtotal	16,206.00
Eligibility percentage	70.00%
Total Eligible Costs	11,344.20
Estimated Payment	
Eligible costs	11,344.20
Estimated High Cost SPED Aid prora	100.00%
Total Estimated Payment	11,344.20
Net Local Cost	4,861.80

### Assumes no Medicaid Reimbursement or Tuition Arrangement

## Local Cost Impact of Using IDEA Funds Scenario 3: All Grant Dollars

Unadjusted Actual, Additional Costs	
Aidable costs	
Non-aidable costs	
Grant-funded costs	40,000.00
Total Unadjusted Costs	40,000.00
Adjusted Costs	
Adjusted Base	
Base cost	11,900.00
Grant-funded costs	40,000.00
Subtotal	51,900.00
Lesser of subtotal or \$30,000	30,000.00
Local Costs	
Aidable costs	-
Non-aidable costs	-
Subtotal	-
Deductions	
Estimated SPED/SAP Aid proration	26.00%
Estimated SPED/SAP Aid deduction	-
Total Adjusted Costs	30,000.00

Eligible Costs		
Adjusted costs	30,000.00	
Eligibility threshold	(30,000.00)	
Subtotal	-	
Eligibility percentage	70.00%	
Total Eligible Costs	-	
Estimated Payment		
Eligible costs	-	
Estimated High Cost SPED Aid proration	100.00%	
Total Estimated Payment	-	
Net Local Cost	-	

Assumes no Tuition Arrangement

## **Your Bottom Line**

Using IDEA funds for a High Cost student <u>always</u> decreases your net local costs.

Scenario 2: Most efficient to use \$30,000 in IDEA funds minus base credit for indistrict students; \$30,000 for out-ofdistrict placements (with no base).

Balance with other non-aidable (019) district costs in grants



## **Your Bottom Line**

Identify SPED/SAP aid eligible costs wherever possible in private placements.

Can you request itemized billing for aid-eligible contracted services such as properly licensed one-on-one aides?



## **Your Bottom Line**

### Losing High Cost eligibility due to Medicaid SBS or SPED/SAP aid does not leave you worse off.

### High Cost "claws back" 70% of SBS revenue.



## **Run Your Own Scenarios**

School Financial Services Team provides an estimate worksheet

### **Quick Links**

#### Program Guidance (for 2016-17 claims/2015-16 costs) 🖄

Defines the costs eligible to be requested for reimbursement in a claim and provides additional detail on the program. Updates for 2016-17:

- Base credit toward eligibility increased to \$11,900
- · Claims submitted by the FAPE agency
- · New criteria for multi-student, low-incidence costs
- Added 10% deduction for private tuition admin/overhead

#### Estimate Worksheet (for 2016-17 claims/2015-16 costs) 🗴

An Excel workbook that allows the user to estimate the amount of aid it may expect to receive. Claims are not submitted with this worksheet. An estimate made with this worksheet is based upon the user's assumptions and is **not** a funding guarantee.

#### Special Education Web Portal

Claims are submitted through the Special Education team's web portal.



## HOW DO I SUBMIT STUDENTS AND COSTS FOR HIGH COST SPECIAL EDUCATION AID?



## https://apps4.dpi.wi.gov/seportal/Pages/SignIn.aspx

	PU PU	JBLIC INSTRUCTION
	Spe	ecial Education Web Portal
Login ID:	Case insensitive	Special Education Home Page
Password:	Case sensitive Sign In	Special Education Web Portal Overview
Portal is accurate, complete, The data accessible in this p highest priority of the Wiscor	comprehensive and secure. Mo ortal are specifically for internal nsin Department of Public Instruc-	has made a reasonable effort to ensure that the data available through the Special Education Web ist users of the Special Education Web Portal have access to confidential information about students, use and analysis and shall not be shared. Protecting student privacy is required by law and is the ction. By using this resource you acknowledge your responsibilities to maintaining student data

Not yet moving to WISEgrants, staying on the old Special Education Web Portal with Maintenance of Effort

## **Special Education Web Portal**



### **Special Education Web Portal - Main Menu**

#### 6069-Washington School District

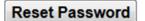
Help	LEA Data (Click on link below to see data in distric	t profile.)	Required Action	Required Action Due Date	
?	Indicator 7 - Child Outcomes		Enter Data	09/01/2016	
?	Procedural Compliance Self-Assessment Report		None	N/A	
?	Indicator 11: Timely Initial Evaluations		None	N/A	
?	Tisproportionality: Procedural Compliance	ce Self-Assessment	None	N/A	
Help	Application				
?	IDEA Flow-through and Preschool Entitlement Budgets & Claims				
	High Cost Special Education Aid Claims				
	IDEA Maintenance of Effort				
	Form: Reporting confirmed fraud to DPI as required by the State Single Audit Guidelines				

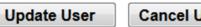
# **Confirm or Add Contacts and Access**

#### Maintain High Cost Claim Contacts for Dis

#### DPI Consultant Assigned to District: \*\*Consultant No Contact Type: IDEA Budget Contact -Contact Name: Telephone Number: Telephone Extension: Email Address: CC Budget Correspondence: 1 Receive Fiscal Listserv Messages: Notes: Applications Available to User: ent Budgets & Claims High Cost Special Education Aid Claims Add Cancel

#### Indicator 11: Timely Initial Evaluations





You need one contact designated as 'Business Office Contact' from the Contact Type list. You need one or more contacts of the type 'Budget Contact' from the Contact Type list.

### Maintain User Information

First Name:	Andrew	
User Role:	District User -	
E-mail Address:	anthorson@neenah.k12.wi.us	
Phone #:	(920)751-6800	
District:	3892-Neenah Joint School District	

## **Confirm or Add Contacts and Access**



High Cost Main Menu | Special Education Portal | DPI Home

(Test Server) 5258 - Sharon J11 School District 2015-2016

### Maintain High Cost Claim Contacts for District

#### Contact added.

DPI Consultant Assigned to District: \*\*Consultant Not Found\*\*

Minimal contact requirements have been met. You may add additional contacts or proceed to the budget menu.

Edit	Delete	Contact Type	Contact Name	Telephone No	cinui Autross	
Edit	Delete	IDEA Budget Contact	Donna Noble	(262) 555-9876	donna.noble@sharon.k12.wi.us	
<u>Edit</u>	<u>Delete</u>	Business Office Contact	Michael Smith	(262) 555-9877	michael.smith@sharon.k12.wi.us	
2						

Budget Menu A

Add Contact

This is typically who we contact if there any questions about your claim

# **Claim Process Steps**

- Add student(s)
- Add costs and upload (if required) documentation
- Add SBS Medicaid reimbursement
- Lock/submit claims
- Upload completed certification form



### **Add Student Information**

High Cost Main Menu Special Education Portal DPI Home

1204 - Cornell School District 2016-2017

	Add New Student Information	?
First Name: Last Name: Birth Date: Primary Disability:		
Was Medicaid SBS billed for this student in the claim year?		
LEA Providing Services:           If the student is set           Cancel         Save	Yes No rved by a private agency, or an agency outside Wisconsin, use your LEA for the item above.	

YES = Student was <u>Medicaid eligible</u>, parent <u>provided consent for services</u>, student <u>received SBS and LEA claimed & received reimbursement</u>.

NOTE: If you answer 'Yes' you will not be able to submit the claim without entering a claim value on the cost reporting page.

# **Complete Student Information and Save**

High Cost Main Menu Special Education Portal DPI Home

1204 - Cornell School District 2016-2017

Add New Student Information	?
-----------------------------	---

First Name: Last Name: Birth Date: Primary Disability: Was Medicaid SBS billed for this student in the	
Claim year ?       LEA Providing Services:       If the student is set       Cancel	1204 - Cornell School District

NOTE: If you are paying tuition to a school or agency in Wisconsin that is not listed here, select tuition-private in the cost reporting section.

## **Actual Additional Cost Data**

- Staff Position or Cost Item
- Program Assignment (function)
- Funding Source
  - Grant, Aidable, Non-Aidable
- Cost



### **Add Student Costs**

WISCONSIN DEPARTMENT OF         PUBLIC INSTRUCTION         High Cost Main Menu       Special Education Portal       DPI Home       (Test Server) 0840 - Butternut School District       2016-2017						
User Info User Name: Carey Bradley Login ID: bradlom	Student Name: <u>Stu</u> Birth Date: 1/1/	ident, Sample	Aid	e - Instructional	(Paraprofessional) (Paraprofessional)	•
Role: Application Administrator 2016-2017 Constants Used Reimb. Rate: 70% Avg. Prorate: 49% Cat. Aid Deduct: 28.15% Threshold: \$30.000	Cost Item: Adm	ninistrative Add-On 000-Medicaid Eligible	Bas CE Cor	endant Care se Cost Toward SA/CCDEB/SPI nstruction/Renov ntracted Instruct	ED Sch. Base Cost S vation	ivcs.
Submit Student Claims Claims: 1 Submitted: 0 Returned: 0 Approved: 0	Funding Source: Aida		Cor Edu Equ	indotod mondot	ion - Other than HI/VI eter	E
Eligible Costs By Student Student Name Eligible Costs <u>Your Claim</u> Your Students You Served Student, Sample \$0.00	Back Add	ıble - 011 or 019 via Aid Transi	Nur Orie Oth	rsing Services entation & Mobil ner Costs		
SubTotal:         \$0.00           TOTAL:         \$0.00           TOTAL:         \$0.00           TOTAL:         \$0.00	Actual, Additional Costs Staff Position/	Program/	Spe Stu Tea	ec. Transportatio Ident-Specific M Icher	on (Student had SBS) aterials/Supplies	
Select Cost Item	Cost Item Base Cost Toward Eligibility	Assignment 000000-Various Funds	Fullulity	cher - Other tha nsition Services		-

### **Add Student Costs**

C PU	blic Instructio	ON
l Education Portal DI	PI Home (Test Server) 08	340 - Butternut School District 2016-2017
Student Name: Birth Date:	Student, Sample 1/1/2001 <u>Claim Documentation</u>	<b>← ⇒ ?</b>
Staff/Position:	Aide - Instructional (Paraprofessional)	
Function: <b>PLEASE NOTE:</b> The Edu require the name of the st Public Instruction.	436000-Contracted Instruction	ns requiring a DPI license. All other positions
License Number (EFN): Staff First Name:	Special Education FTE: Last Name:	
Funding Source:	Aidable - 011 or 019 via Aid Transit	tem Cost:
Back Add Ai	dable - 011 or 019 via Aid T	ransit
	on-Aidable - All Other 019 ant-Funded or Base Cost	

Select Function and Funding Source

### **Costs, Deductions and Eligibility**

Staff Position/ Cost Item	Program/ Assignment	Funding Source	Cost Actio
Spec. Transportation (Didn't have SBS)		Aidable - 011 or 019 via Aid Transit	\$10,000.00 Edit
The student is the only one on th	e specialized transportation route.		
Aide - Instructional (Paraprofessional)	436000-Contracted Instruction		\$30,000.00 <u>Edit</u>
	SAMPLE STAFF	0.75	
Administrative Add-On	990000-Not Medicaid Eligible	Grant-Funded or Base Cost	\$11,900.00 <u>Edit</u>
Base Cost manual addition for co	prrect value		
Deductions			
Deduction Item	Funding Source	D	eduction Action
State Special Education Aid	Aidable - 011 or 019 via Ai		\$10,460.00
Eligibility Calculation			
UnAdjusted Costs:			
	Aidable Costs:	\$40.000.00	
	+ Non-Aidable Costs:	\$0.00	
	+ Grant-Funded Costs:	\$11.900.00	
	Total Unadjusted Costs:	\$51,900.00	
Adjusted Costs:			
B	ase Cost Toward Eligibility:	\$0.00	
	+ Grant - Funded Costs:	\$11,900.00	
	Subtotal:	\$11,900.00	
Adjuste	d Base (max. \$30,000.00):	\$11,900.00	
+ 4	Aidable/Non-Aidable Costs:	\$40,000.00	
- 5	state SPED Aid @ 26.15 %	\$10,460.00	
	- Medicaid SBS:	\$0.00	
-	Private Tuition 10% Admin:	\$0.00	
	Total Adjusted Costs:	\$41,440.00	
Eligible Costs:			
	Total Adjusted Costs:	\$41,440.00	
	- Eligibility Threshold:	\$30,000.00	
	- Eligibility Threshold. Subtotal:	\$11,440.00	
	x Eligibility Percentage:	70.00 %	
	Total Eligible Costs:	\$8,008.00	



Verify services with Special Education Office

Verify funding with Business Office

Staff Position/ Cost Item	Program/ Assignment	Funding Source	Cost	Action
Spec. Transportation (Didn't have SBS)	256750-Contracted Transportation	Aidable - 011 or 019 via Aid Transit	\$10,000.00	<u>Edit</u>
The student is the only one on the sp	ecialized transportation route.			
Aide - Instructional (Paraprofessional)	436000-Contracted Instruction	Aidable - 011 or 019 via Aid Transit	\$30,000.00	<u>Edit</u>
	SAMPLE STAFF	0.75		
Administrative Add-On	990000-Not Medicaid Eligible	Grant-Funded or Base Cost	\$11,900.00	<u>Edit</u>
Base Cost manual addition for correc	t value			

### **Deductions**

State Special Education Aid
 (automatic)

 Medicaid SBS Reimbursement (entered by district)

• Private Tuition 10% Admin (automatic if private selected)



## **Deductions Examples**

### Deductions

Deduction Item	Funding Source	Deduction	Action
State Special Education Aid	Aidable - 011 or 019 via Aid Transit	\$10,460.00	

#### Deductions

Deduction Item	Funding Source	Deduction Action
Medicaid SBS Reimbursement	Other	\$300.00 <u>Edit</u>
State Special Education Aid	Aidable - 011 or 019 via Aid Transit	\$10,460.00

#### Deductions

Deduction Item	Funding Source	Deduction Action
Medicaid SBS Reimbursement	Other	\$300.00 Edit
State Special Education Aid	Aidable - 011 or 019 via Aid Transit	\$10,460.00
Private Tuition 10% Admin	Other	\$1,000.00

### **Upload Documentation**

- Certain Types of Cost require documentation
- Certification Form



## **Submit and Certify**

### **Two Most Often Missed Steps**

	pecial Education Portal DPI Home (Test Server) 0840	- Du
User Info	Main Menu	
User Name: Carey Bradley	Undete Contact Information	
Login ID: bradlom Role: Application Administrato	Add New Student	
Tole. Appleadon Administrato		
2016-2017 Constants Used	Download Claim Certification Form (Print_Sign_Upload)	
Reimb. Rate: 70%	Upload Claim Certification Form/Document	
Cat. Aid Deduct: 26.15%		
Threshold: \$30,000	Consultant Menu	
Submit Student Claims		
Claims: 1	Change District	
Submitted: 1 Returned: 0	Add Notes for Selected District	
Approved: 0		
Eligible Costs By Student	Accountant Menu	
Student Name Eligible Costs		
Your Claim Your Students You Served	Review Submitted Claims	
Student, Sample \$8,008.00 SubTotal: \$8,008.00		
TOTAL: \$8,008.00		

Lock/Unlock Districts

## **Eligibility Calculation**

#### Eligibility Calculation

UnAdjusted Costs:	
Aidable Costs:	\$40,000.00
+ Non-Aidable Costs:	\$0.00
+ Grant-Funded Costs:	\$11,900.00
Total Unadjusted Costs:	\$51,900.00
Adjusted Costs:	
Base Cost Toward Eligibility:	\$0.00
+ Grant - Funded Costs:	\$11,900.00
Subtotal:	\$11,900.00
Adjusted Base (max. \$30,000.00):	\$11,900.00
+ Aidable/Non-Aidable Costs:	\$40,000.00
- State SPED Aid @ 26.15 %	\$10,460.00
- Medicaid SBS:	\$0.00
- Private Tuition 10% Admin:	\$0.00
Total Adjusted Costs:	\$41,440.00
<u>Eligible Costs:</u>	
Total Adjusted Costs:	\$41,440.00
- Eligibility Threshold:	\$30,000.00
Subtotal:	\$11,440.00
x Eligibility Percentage:	70.00 %
Total Eligible Costs:	\$8,008.00

## **Next Steps**

- All claims are reviewed
- DPI consultant may follow up because of:
  - Missing/incomplete information (e.g. no certification form)
  - Additional documentation
  - Questioned costs
- Claims approved by student
- Payments determined in March/April
- Aid payments made in June



### Changes for 2017-2018

### WHAT CHANGES ARE COMING FOR 2017-2018 CLAIMS ?



# **Claims Submitted by FAPE Agency**

### Claim submitted by resident district when

- Student attends a school in the district
- District initiates & pays for placement in another district, CESA, CCDEB, or private school

### Claim submitted by nonresident district when

• Student open enrolls from their resident district (Open Enrollment changed transferring <u>all</u> FAPE responsibilities to the non-resident district. FAPE & finances are fully linked)





### **DPI** website:

http://dpi.wi.gov/sfs/aid/special-ed/high-cost

- Program Guidance document
- Estimate worksheet
- Video tutorial
- Payments

### **DPI Contact:**

**Carey Bradley, School Financial Services** 

carey.bradley@dpi.wi.gov 608-267-9212

