



West Virginia DEPARTMENT OF
EDUCATION

High Cost / High Acuity Reimbursement Application

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High Cost/High Acuity Funding Available for Reimbursement-2017

IDEA Funding = \$ 837,415
State Appropriated Funding = \$1,500,000



High Cost/High Acuity Fund

Eligibility for Reimbursement

- Definition: Individual application for an eligible SWD who:
 - is 3-21 years of age;
 - has a current IEP;
 - lives within the LEA requesting funds or receives special education and related services within the LEA;
 - **court-ordered out-of-state placements (first included in FY12);**
 - cost is equal to or greater than **\$34,108** annually (*a slight increase from the 2016 criteria of \$33,719 annually*).



High Cost/High Acuity Fund

Other Excluded and Included Categories for Eligibility

- IEP Placed Out of State Students
 - Students with disabilities placed out-of-state by the district IEP team **may not** be submitted for reimbursement through the High Cost Expenditure Fund.
- Out of County Placements
 - Students placed into a district by another agency (i.e. foster care and emergency shelters), **may** be submitted for reimbursement, but all High Cost/High Acuity criteria requirements must also be met.
 - Reimbursement will not be provided under both high cost/high acuity and out-of-county funding reimbursement mechanisms.



High Cost/High Acuity Fund Eligible Expenses

Costs required to provide direct special education and related services, as identified in the student's IEP:

- Personnel (teachers, aides, service providers) including extended school year
- Evaluations recommended by IEP Team and documented on IEP
- Supplementary classroom materials for specially designed instruction
- Assistive technology services or devices identified on the student's IEP
- Equipment (mats, prone stander)
- Construction (ramp, handicap accessible bathroom)
- Special transportation (must be noted in IEP)
- Educational cost for court ordered out-of-state students



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SWD Served in District with Costs that Meet or Exceed \$34,108 Annually

- Pages **1 through 5** of the application must be completed and submitted.
 - *(Page 1 **and** 6 are to be completed for court-ordered OOS students.)*
- Documentation must be submitted to verify all amounts submitted for reimbursement and to support FTE calculations claimed.
- A copy of the IEP for the year in which the expenses were incurred is to be submitted. (Counties may submit only the pages of the IEP that support the expenses claimed if desired.)
- Payroll expenses claimed should be supported by the PAI.510 report for the period July 1, 2016-June 30, 2017.
- Eligible Medicaid Reimbursement will be subtracted from the total amount of approved expenses submitted for reimbursement but may be used to determine whether or not a student meets minimum expenditure criteria.
 - *(For example, a student with expenses totaling \$34,000 but with eligible reimbursement from Medicaid at \$10,000 meets the minimum expenditure criteria. However, the amount eligible for reimbursement will be calculated at \$24,000.)*



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FTE Calculation Examples

Instructions for calculation of FTE can be found at <http://wvde.state.wv.us/osp/highcostexpenditures.html>
Click on Methods for Calculations.

Few examples include:

- Calculate FTE for Teachers
 - Caseload **OR**
 - Actual time (minutes) spent with students

- Calculate FTE for therapists (when employed by the county as a regular employee)
 - Use minutes as recorded on the IEP. Schedules do not always reflect the true IEP required times - may be more or less but calculation must be based on IEP required minutes.



FTE Calculation Examples

- Calculate FTE for bus drivers and bus aides
 - Miles per student
 - OR**
 - Minutes each student is on bus



PAI.510 Report

- Run report for the specific application period
 - July 1-June 30
- Carefully review the extra pay amounts
 - **Reduce total pay** by these amounts when not attributable to this student—If attributable to student, list in column 4 for other pay and explain on page 3 of application.
 - **Reduce fixed benefits** by amount of pay excluded- (i.e. Social Security, Medicare, Retirement)



Special Education Director

Part IV. STUDENT SPECIFIC REIMBURSEMENT INFORMATION

A. Student Name 0 DOB 1/0/1900 County 0

B. Eligible Student Expenses

Staff Name for Which Reimbursement is Requested	Position	(1) Percent of Eligible FTE (0, 5, 25, etc.)	(2) Salary and Fringe Expense for Six Month Application Period				(4) Other Pay Amounts (describe next page)	Total Cost Incurred	Amount Eligible for Reimbursement
			(3) Regular Salary Amount	Insurance Paid by Employer	Soc Sec & Medicare (Employer Match)	Employer Retirement Cost			
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
								\$ -	\$ -
Total Salary and Benefits			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(1) Percent of FTE must be supported by class roster or other documentation to verify amount of FTE claimed. Calculations to support the determination of percent of FTE must be shown on the documentation for ease of review. (e.g. Class roster shows 10 students - show calculation of 1/10 = 10% or .10.)

(2) Documentation, such as payroll report PAI.510 for the period July 1, 2014 - June 30, 2015, must be attached to support amounts claimed above.


(3) Only the employee's base pay is to be listed in this column. Other pay amounts such as overtime, extra pay, etc. **that are directly attributable to the education of the high cost student** or are a part of employee's regular pay, are to be listed separately in column (4).

(4) Other pay amounts are to be listed ONLY if they are directly related to the education of the student (and supported in the IEP) or a part of the employee's regular pay and an explanation of the extra pay must be stated on page 3. Extra pay amounts might include overtime that was necessary to implement a student's IEP, interpreter services required for a student during extracurricular activities, etc. Other amounts may include payments included for all staff for college hours, or an across the board supplement. Note that extra pay amounts for professional development is generally not associated with a specific student and should not be listed. When other pay amounts are listed, amounts must be described on the next page and will be reviewed for appropriateness in relationship to the direct education of the student. Extra pay for ESY may need to be listed separately since FTE status may not be the same as during the school year.



Part IV. STUDENT SPECIFIC REIMBURSEMENT INFORMATION (Cont'd)			
A. Student Name	0	DOB	1/0/1900 County 0
B. Eligible Student Expenses - Must be completed for amounts that are included in "Other" Category for Personnel Costs			
Itemization of Other Pay Amounts Included in Personnel Costs from Column 4 (page 2)			
Staff Name	Explanation of Purpose for Other Pay Amount * <i>(Include justification as to why this pay is specific to the student, if not apparent)</i>	Amount on page 2 (column 4)	Total Other Pay Claimed for Staff Position
		\$ -	\$ -
		\$ -	
		\$ -	
		\$ -	
Staff Name	Explanation of Purpose for Other Pay Amount * <i>(Include justification as to why this pay is specific to the student, if not apparent)</i>	Amount on page 2 (column 4)	Total Other Pay Claimed for Staff Position
		\$ -	\$ -
		\$ -	
		\$ -	
		\$ -	
Staff Name	Explanation of Purpose for Other Pay Amount * <i>(Include justification as to why this pay is specific to the student, if not apparent)</i>	Amount on page 2 (column 4)	Total Other Pay Claimed for Staff Position
		\$ -	\$ -
		\$ -	
		\$ -	
		\$ -	

*No additional justification would be required for additional amounts paid due to college hours, levy amounts or additional pay amounts that are provided to all staff. Extra pay amounts, over time, or other non-specific categories should provide justification as to why the pay is specific to the student. Failure to explain may result in the deletion of the amount as an eligible expense.


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Contracted Services

- Contracted services expenses (therapies, evaluations, etc. when not provided by a full-time employee of the county)
- Include a copy of the **contract** which supports:
 - service to be provided
 - hourly or daily rate
 - service date range
- Invoices or other documentation that shows evidence of service provided*
 - *billed services should not exceed minutes as required on IEP

Transportation Allowance

- Utilize the Transportation Allowance Final Comp tables for the 2016 school year to calculate mileage rate
- Provide WVEIS attendance report of absences then claim reimbursement only for days present x miles traveled on bus per day
 - Days school in session less absences
- Use per mile rate , **NOT** fuel cost per gallon
- Specialized transportation must be specified on IEP in order to receive reimbursement



Transportation Allowance-Example

- School was held 180 days and student missed 25 days. Student rides the bus 15 miles per day. Calculated rate is \$1.81 per mile.

$$155 \text{ days} \times 15 \text{ miles} \times \$1.81 = \$4,208.25$$
- A table of calculated mileage rates for each county will be provided on the website with the High Cost/High Acuity application and other related information.



Other Reimbursement Items

When listing cost of other items, these **must be required by the IEP**.
Examples include but are not limited to:

- Assistive technology (touch screen, text reader, sound field system, etc.)
- Equipment (prone stander, lift device, specialized desk, etc.)
- Instructional materials (raised line paper, computer programs, books on CD, etc.)



A	B	C	D	E	F	G	H	I	J	K	L
Part IV. STUDENT SPECIFIC REIMBURSEMENT INFORMATION (Cont'd)											
A	Student Name	0			DOB	1/0/1900		County	0		
B	Eligible Student Expenses										
2)	Other Eligible Costs Incurred										
	Description and justification for amount claimed, as applicable. Supporting documentation must be attached and must show how amount claimed was derived.										Amount Eligible for Reimbursement
	Transportation - 155 days X 15 miles x \$1.81										\$4,208.25
	Contracted Physical Therapy at \$60/hour (see attached invoices)										\$3,500
	Purchase of Adaptive Seating as required by IEP (invoice attached)*										\$1,200
	Total Other Expenditures										\$ 8,908.25
	*NOTE: This was not submitted for reimbursement under the Assistive Technology Reimbursement Application Process.										



Application & Instructions

- Accessible on the WVDE/OSE website
- Finances Tab
- High Cost Expenditures Link
- Web Address:
<http://wvde.state.wv.us/osp/highcostexpenditures.html>



Common Errors

- **Pay Calculations:** remember to reduce the pay when other pay amounts are listed but are not directly attributable to that student. Also reduce the benefits by the same percentage, particularly social security and retirement.
- **FTE Calculations:** remember to use the total number of minutes for all students as the denominator and the number of minutes for the high cost student as the numerator when calculating the FTE of therapists, and not the caseload number.
- **Transportation:** only count transportation if it is required by the IEP.
- **Contracted Services:**
 - remember to include a copy of the actual contract as documentation.
 - remember to include paperwork documenting payment, in addition to the invoices documenting the students served and hours of service provided.



Application for Reimbursement of Expenses for Out-of-State Students **placed by the Courts**



High Cost/High Acuity Expenditure Reimbursement-Minimum Expenditure Criteria

**This year, OOS students DO meet the minimum expenditure
criteria for 2017.**



High Cost/High Acuity Expenditure Reimbursement

Will OOS students continue be eligible in future years?

Answer depends on certain variables:

- Amount expended in total on OOS students.
- Average per pupil expenditure
- Number of OOS students

In years that OOS students do not qualify, when financial resources are available, OSE will set aside \$250,000 to provide reimbursement of cost to counties for the court-ordered OOS students.



Requirements-Court Ordered OOS

- Completed Application – 1 application per student (Complete only pages 1 and 6);
- WVEIS enrollment screen showing EO code;
- Current IEP (IEP current when student was in placement);
- Documentation of LEA /DHHR Participation in IEP Team Meeting for Out-of-State Student; and
- **Postmarked by August 15, 2017**



Consideration of Plan Changes for the High Cost/High Acuity Fund

- In accordance with IDEA regulations §300.704, the SEA is to annually review, and amend as necessary, the State plan for the high cost/high acuity fund.
- This review should occur in consultation and coordination with representatives from LEAs.



This year's application deadline for the 2016-2017 year.

Applications must be Postmarked by:

August 15, 2017

(Please do not email or fax applications)



Consideration of Plan Changes for the High Cost/High Acuity Fund

IDEA §300.704 states that the SEA should annually review, and amend as necessary, the State plan for the high cost fund.



Consideration of Plan Changes for the High Cost/High Acuity Fund

- Plan was first developed in 2006 and participation in the annual review has dwindled during the years.
- Additional input will be solicited and participation may be requested.
- Plan change to be discussed is to alter the plan to consider the financial impact of the high cost student to the county's budget.



Consideration of Plan Changes for the High Cost/High Acuity Fund

- Proposed bills to amend WV Code §18-20-5 that addresses the distribution of the 1.5 million that is also a part of the high cost/high acuity plan. Suggested amendments have stated:
 - *....boards shall receive disbursements that equalize, as near as reasonably possible, the budget percentage for each county board that is consumed by eligible, but not reimbursed, expenditures for serving exceptional children with high cost/high acuity special needs so that no county board's budget is affected disproportionately.*



Consideration of Plan Changes for the High Cost/High Acuity Fund

§300.704 IDEA

- (A) Establish, in consultation and coordination with representatives from LEAs, a definition of a high need child with a disability that, at a minimum—
 - (1) Addresses the financial impact a high need child with a disability has on the budget of the child's LEA; and
 - (2) Ensures that the cost of the high need child with a disability is greater than 3 times the average per pupil expenditure (as defined in section 9101 of the ESEA) in that State;
- (B) Establish eligibility criteria for the participation of an LEA that, at a minimum, take into account the number and percentage of high need children with disabilities served by an LEA;



Consideration of Plan Changes for the High Cost/High Acuity Fund

- An email or other form of communication will be forthcoming that will discuss possible plan change as well as to solicit comments from the county and/or additional recommendations of change to the plan.



Questions?
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