

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 <u>placed out-of-state by the district IEP</u> 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



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.



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

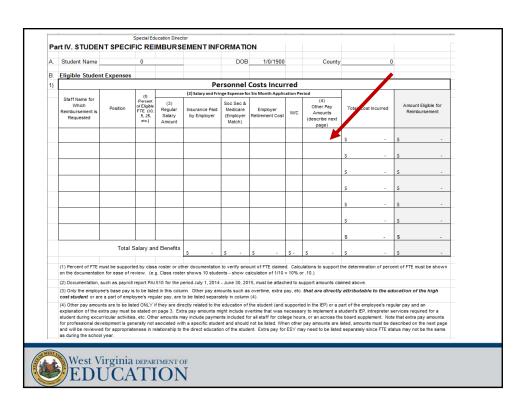
• Minutes each student is on bus



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)





A	Student Name	0	DOB	1/0/	1900	County		0
В.	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 to (Include justification as to why student, if not	this pay is specific to the	Amoun page (colum	2	Total Other Pay Claimed for Staff Position		
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				\$				
	Extra pay amount	stification would be required for ad is, over time, or other non-specific amount as an eligible expense.	ditional amounts paid due to categories should provide jus	college h	ours, l	levy amounts or addition wity the pay is specific to	al pay amounts that the student. Failure	t are provided to all e to explain may res

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 days x 15 miles x \$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.

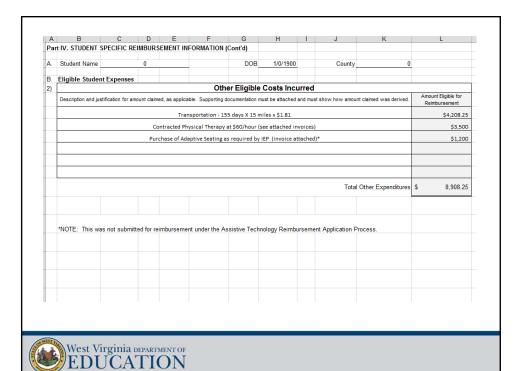


Other Reimbursement Items

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.)





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 <u>DO</u> 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



- 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)



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.



- 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;



 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? Contact:

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