



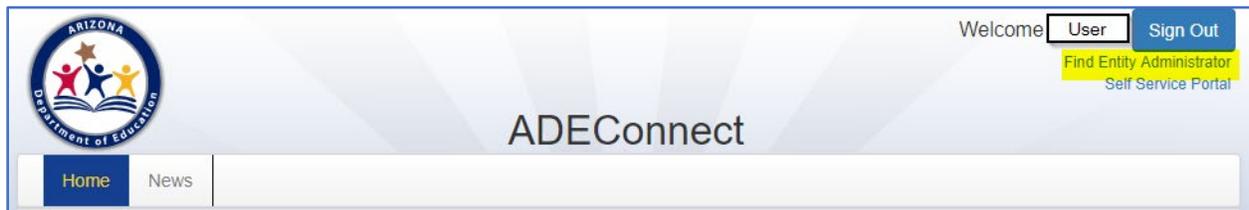
State of Arizona Department of Education



High Cost Child and Unorganized Territories Quick Reference Guide

Role Assignments

Entity administrators at your PEA will need to assign roles for the ESS Vouchers Application in the ESS Portal of ADE Connect. To identify your entity administrator, click “Find Entity Administrator” on the ADEConnect home page. If you have further questions or are having difficulties, contact the ESS Program Management Unit at essprogmt@azed.gov or ADE Support at ADESupport@azed.gov.



The necessary roles for the ESS Vouchers application in ADEConnect are as follows:

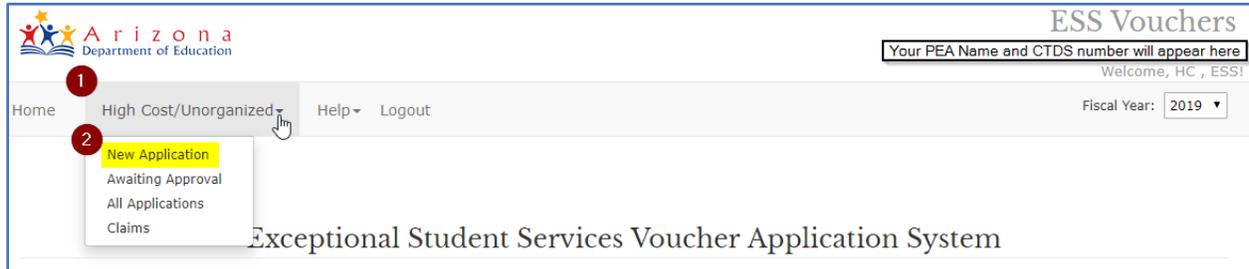
- **High Cost Child** will need the role of **ESS High Cost: PEA User**
- **Unorganized Territory** will need the role of **ESS Unorganized Territory: Entity User**

Please be sure your entity administrator assigns you the correct role for your entity.

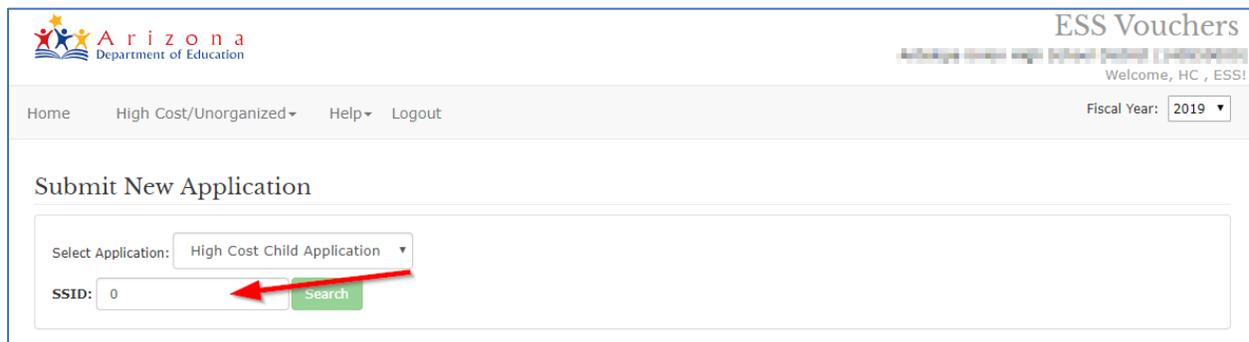
Submitting a High Cost Child Claim

Enter the ESS Vouchers application under your PEA's name.

Begin a New Application



1. Hover over the High Cost/Unorganized Menu
2. Select New Application
3. Enter the State Student Identification Number, click Search



The following information will be presented to you.

The Individuals with Disabilities Education Act (IDEA) allow states to use 10% of their Part B funds reserved for state-level activities to establish and make disbursements from a high-cost fund to public education agencies (PEA) for students meeting the criteria of high-risk. Any state that wants to use Part B funds to support a local risk pool needs to follow IDEA provisions for risk pools, including the following requirements:

- Define a high-need child with a disability as a child for which the cost of providing special education and related services is greater than 3 times the APPE (average per pupil expenditure) in the state;
- Develop a state plan establishing eligibility criteria for PEAs to participate in the risk pool system that takes into account the number and percentage of high-need children with disabilities served by an PEA; and
- Allow PEAs to only use disbursements from risk pools to provide direct services outlined in the individualized education programs (IEPs) of high-cost children with disabilities.

High-need children with a disability are narrowed down to students with disabilities identified with at least one of the following needs; as such, the following identified disabilities will get priority of approval:

- Hearing or Visual Impairment (HI, VI)
- Severe Intellectual Disability (SID)
- Moderate Intellectual Disability (MID)
- Traumatic Brain Injury (TBI)
- Multiple Disabilities (including Severe Sensory Impairment) (MD, MDSSI)
- Orthopedic Impairment (OI)
- Preschool Severe Delay (PSD)

Every student in all submitted claims must meet a minimum presumption of cost in order to be eligible for this fund, that cost is:

- \$24,105 a year (or about \$133.91 a day using a 180 day calendar)

Students who meet the financial requirement but are not eligible in the disabilities categories described above must wait a *minimum of two weeks* before being processed so that claims with priority can be reviewed and processed. PEAs can submit claims for a date range of services for a student or for the whole year; this is up to the discretion of the PEA.

ESS can place limitations on how much can be claimed for a particular student(s) or an entity to ensure it is addressing high cost students equitably across the state.

Submit Student Data

The screenshot shows a web form titled "High Cost Child Application Details". It includes fields for District, SSID, Student Name, and Birth Date. There are three mandatory fields: *IEP Date, *Requested Claim Amount, and Claim Date Range (with *Start and *End sub-fields). A large text area is provided for Comments. Below the form is an "Upload Document:" section with radio buttons for "IEP", "Invoice", and "Other", and a "Choose Files" button. A signature section contains a checkbox for certifying the application and a "Signature" button. At the bottom, there is a "Submit For Approval" button and a "Cancel" button. A yellow tooltip indicates that the *IEP Date field is mandatory.

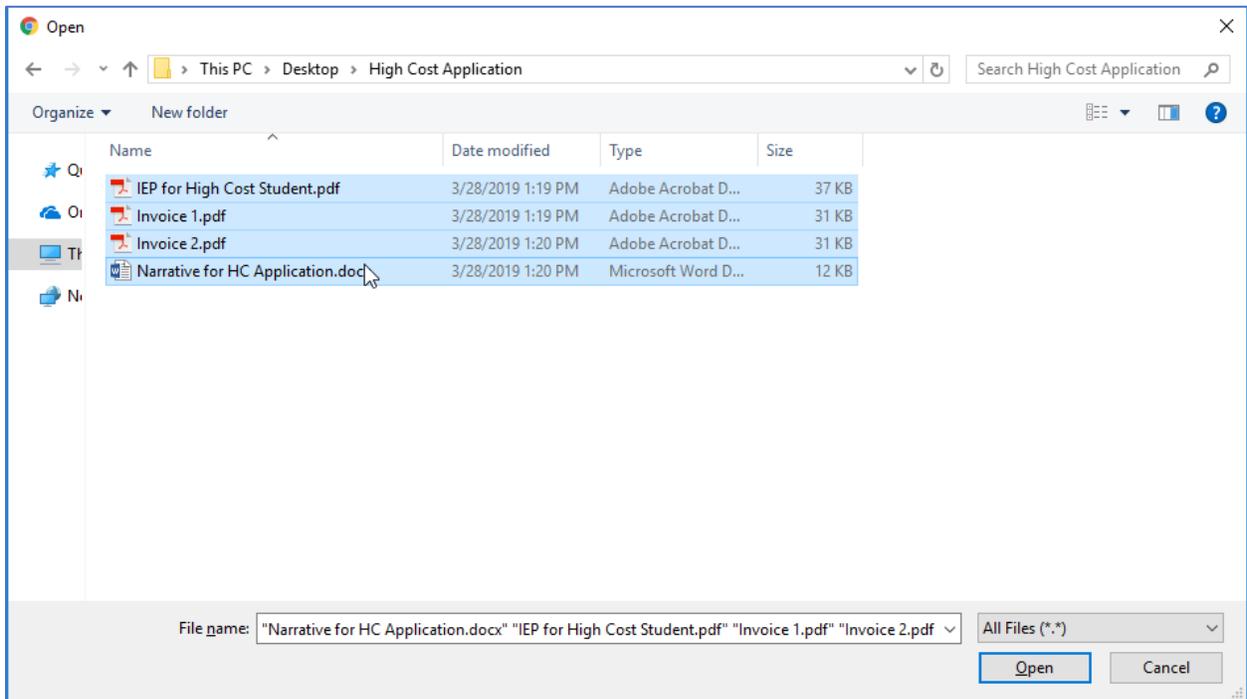
From this page, you will enter the Effective Date of the student’s IEP, the requested claim amount, and date range of claim.

At least two files are required for the submission of your application, the student’s IEP and an invoice. You may also submit a narrative to describe the reason for applying for High Cost Child funds.

Dates may be entered by typing MM/DD/YYYY format or using the calendar in the application.

This screenshot shows the same form as above, but with a calendar overlay on the *IEP Date field. The calendar is for March 2019, with the 28th selected. The *Requested Claim Amount field is also visible, showing a dropdown for "Mar" and "2019".

Select and Upload Files



You will need to use the CTRL or SHIFT key to select the files you intend to upload into the system.

Indicate what types of files have been chosen.

Note: An IEP and at least one invoice must be submitted.

Upload Document:

Select Document Type(s):*

IEP Invoice Other Choose Files 4 files

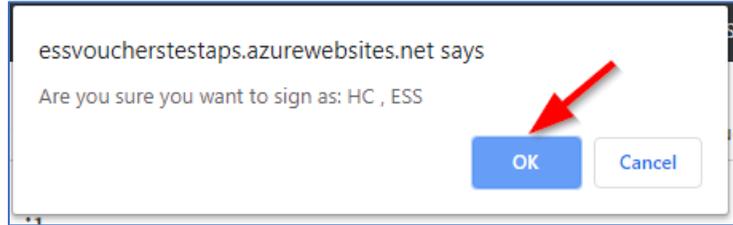
By checking the box and submitting your signature, you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

Signature

* Field is mandatory.

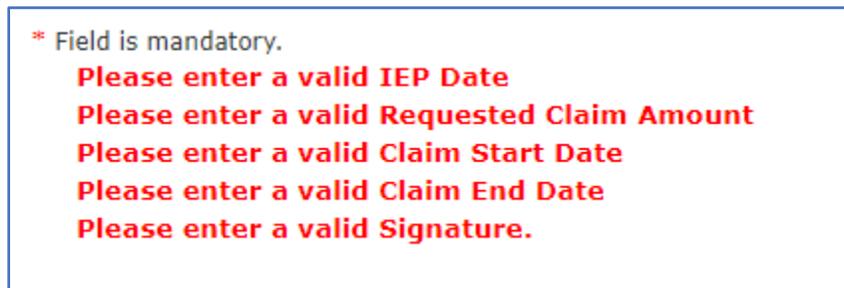
Submit For Approval Cancel

Check the box to submit your signature and confirm in the pop-up dialog box.



Submit for approval.

If there are any validation errors, you will see an error such as:



If the submission is successful, you'll be brought to a page to show your application with status information. Scroll left to right to read all columns.

All Applications

Show 50 entries

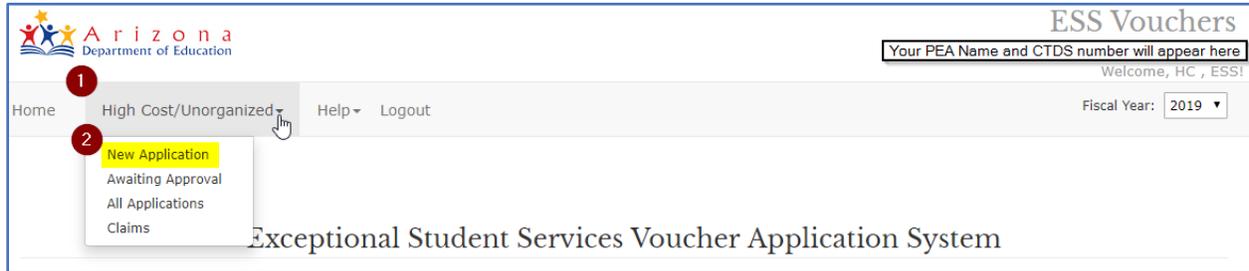
Application	SSID	Student Name	Birth Date	Application ID	Application Type
View	00000000	Greg, Todd	01/01/2000	27509	High Cost Child
View	00000001	Madison, Benjamin, Jed	01/01/2000	27589	High Cost Child
View	00000002	Madison, Benjamin, Jed	01/01/2000	27609	High Cost Child
View	00000003	Greg, Todd	01/01/2000	27610	High Cost Child
View	00000004	Greg, Todd	01/01/2000	27628	High Cost Child
View	00000005	Madison, Myla	01/01/2000	27675	High Cost Child
View	00000006	Madison, Myla	01/01/2000	27686	High Cost Child

Showing 1 to 23 of 23 entries

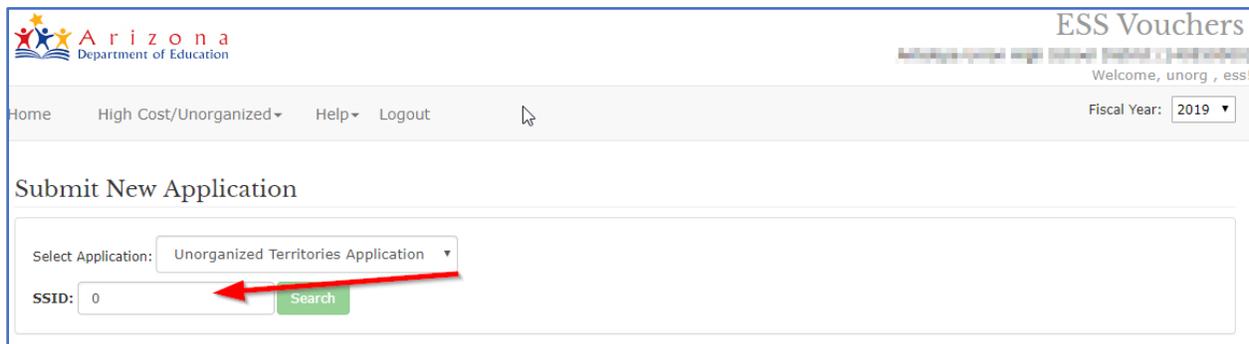
Submitting an Unorganized Territories Claim

Enter the ESS Vouchers application under your PEA's name.

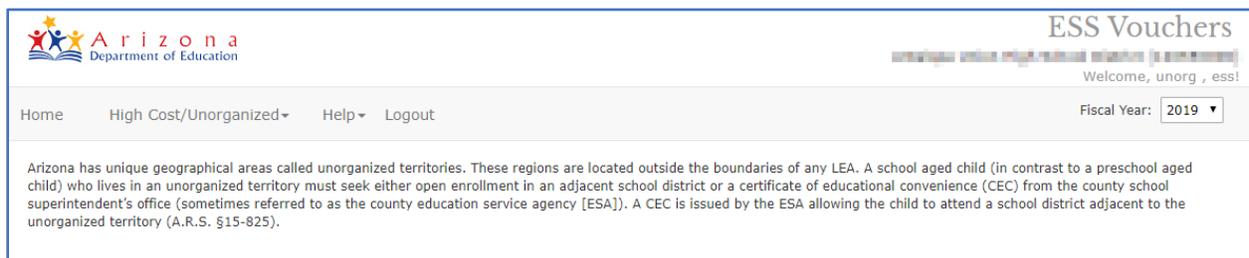
Begin a New Application



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2. Select New Application
3. Enter the State Student Identification Number, click Search



The following information will be presented to you.



Submit Student Data

Unorganized Territories Application Details

District:

SSID: Student Name: Birth Date:

*IEP Date:

*Requested Claim Amount:

Claim Date Range: *Start: *End:

Comments:

Upload Document:

Select Document Type(s):*

IEP Invoice Other No file chosen

By checking the box and submitting your signature, you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

* Field is mandatory.

From this page, you will enter the Effective Date of the student’s IEP, the requested claim amount, and date range of claim.

At least two files are required for the submission of your application, the student’s IEP and an invoice.

Dates may be entered by typing MM/DD/YYYY format or using the calendar in the application.

High Cost Child Application Details

District:

SSID: Student Name: Birth Date:

*IEP Date:

*Requested Claim Amount:

Claim Date Range: *End:

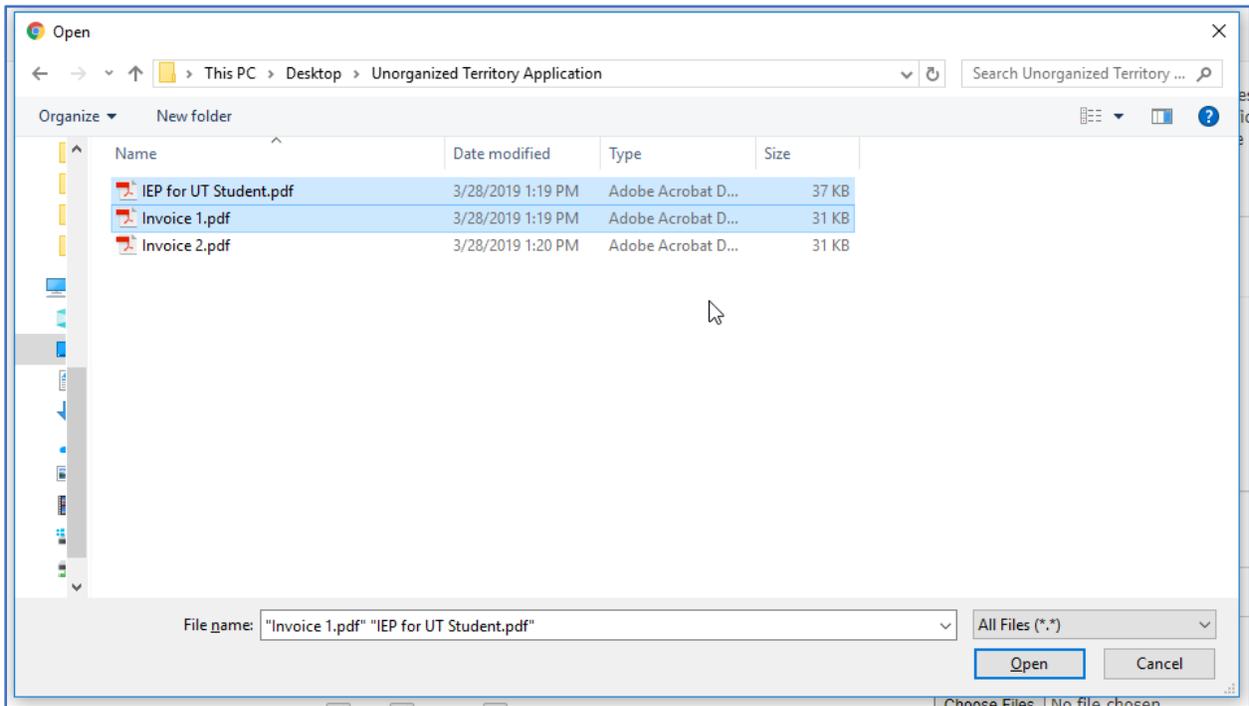
Comments:

Upload Document:

Select Document Type(s):*

IEP Invoice Other

Select and Upload Files



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Note: An IEP and at least one invoice must be submitted.

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Select Document Type(s):*

IEP Invoice Other Choose Files 2 files

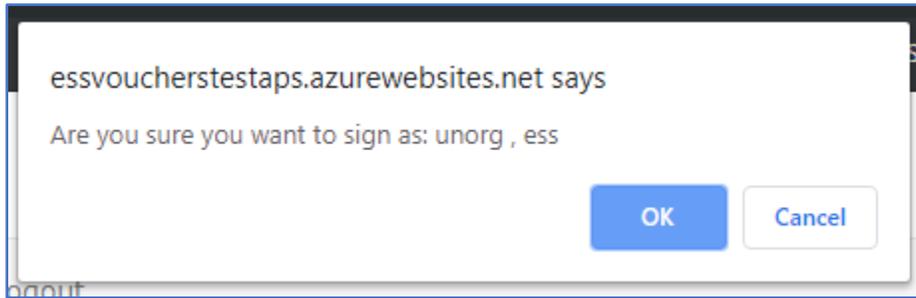
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All Applications						
Show 50 entries						
Application	SSID	Student Name	Birth Date	Application ID	Application Type	
View	227703	Arbuckle, Maria	11/11/2000	27703	Unorganized Territories	3
View	227704	Arbuckle, Maria	11/11/2000	27704	Unorganized Territories	3
View	227714	Arbuckle, Maria	11/11/2000	27714	Unorganized Territories	3
View	227715	Arbuckle, Maria	11/11/2000	27715	Unorganized Territories	3
View	227717	Arbuckle, Maria	11/11/2000	27717	Unorganized Territories	3
View	227718	Arbuckle, Maria	11/11/2000	27718	Unorganized Territories	3
View	227726	Arbuckle, Maria	11/11/2000	27726	Unorganized Territories	3

Showing 1 to 15 of 15 entries