



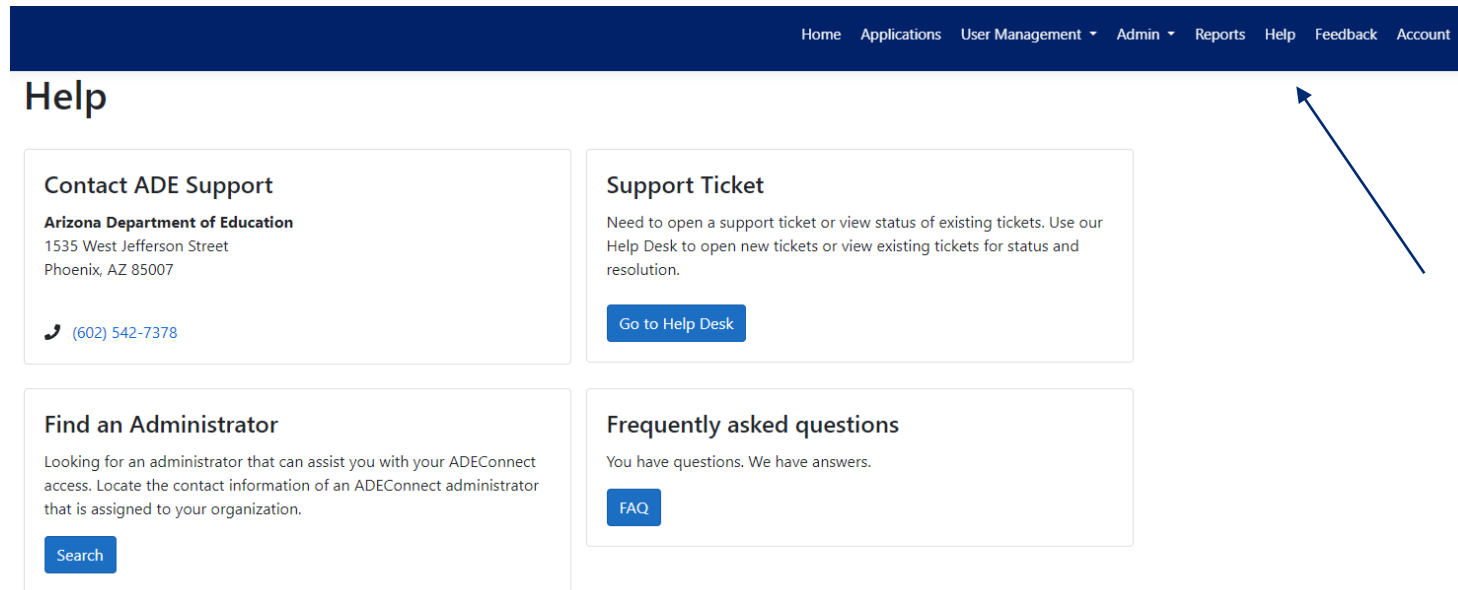
Training for State Placing Agencies

For questions contact ESSVouchers@azed.gov

Last updated 6/21/24

Vouchers and Claims Role Assignments

Entity administrators at your state placing agency (SPA) will need to assign roles for the ESS Vouchers and Claims application in ADEConnect. To identify your entity administrator, click Search under Find an Administrator in the Help section. **If there is no entity administrator listed, contact ESSVouchers@azed.gov and we will assist you with access.**



The necessary role for the ESS Vouchers and Claims application is **ESS Vouchers: SPA User**. Additional role assignments will cause access issues, for more information please view ESS Vouchers and Claims Role Assignments.

Statutory Responsibilities of the State Placing Agency

A.R.S. § 15-1183 (B). *If a state placing agency places a child in a private residential facility for care, safety or treatment reasons, **the state placing agency is responsible for requesting an initial residential education voucher and notifying the home school district of the placement.***

A.A.C. R7-2-404 (B)(2)(a)(i). *When a placement decision is reached, **the State Placing Agency (SPA) shall complete a SPA Application for Voucher Funding, and forward a copy to the student's Home School District (HSD) for appropriate signatures within five days of placement.***



Accessing the ESS Vouchers Application

Step 1: Log into [ADEConnect](#)

Step 2: Click the Exceptional Student Services Portal

Step 3: Click Vouchers

AHCCCS - Mercy Care (1000106)	[-]
ADE Professional Learning and Development (APLD)	☆ ↗
AzEDS Identity	☆ ↗
EMAC	☆ ↗
Exceptional Student Services Portal	☆ ↗



APPLICATION PORTAL
EXCEPTIONAL STUDENT SERVICES

Home Admin ESS Portal - Data Visualization

Welcome to the Exceptional Student Services Application Portal

Administrative Applications
Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

- Dispute Resolution
- Public Comment
- Special Education Program Approvals
- Surrogate Parent

Data Collection & Reporting
Applications that facilitate data collection efforts which determine Federal IDEA Indicators.

- Legacy - Discipline Data Collection
- October 1 Data Collection
- Special Education Data Dashboard

Monitoring & Compliance
Monitoring activities that are based on risk analysis outcomes that are aligned to the SPP/APR and reflect the importance of indicator data.

- Maintenance of Effort
- Monitoring
- PEA Determinations
- Risk Analysis

Vouchers & Claims
Applications which provide funding for residential, institutional, and specific special education placements.

- High Cost
- Vouchers
- Extraordinary Special Education Needs

Creating an Initial Application (1)

Go to Manage Application(s) and select New Application, then Initial Education Voucher Application.



VOUCHERS AND CLAIMS

EXCEPTIONAL STUDENT SERVICES

A screenshot of the web application interface. The top navigation bar includes links for Home, Approved Student(s), Manage Application(s), Reports, Help, Fiscal Year, and a user welcome message. The 'Manage Application(s)' dropdown menu is open, showing options: New Application, Continuing Application(s), Awaiting My Approval, Search RTC Applications by SSID, and All Applications. The 'New Application' option is highlighted. Below the dropdown, a secondary dropdown menu is visible, showing '- Select Application Type -' and 'Initial Education Voucher Application' as the selected option. Two blue arrows point from the text above to the 'New Application' and 'Initial Education Voucher Application' options respectively.

Creating an Initial Application (2)

“**Search**” is how to begin an application with an SSID# (State Student Identification number), an SSID# is needed to create an application.

“**Search for SSID**” will allow you to search for the SSID# in AzEDS Identity.

“**Get Enrollment History**” is how to determine the home school district (an SSID# and DOB are needed to view an enrolment history) **The enrollment history tool is also located within the application under Help/Enrollment History and next to “Home School District Details.”**

Submit New Application

Select Application: Initial Education Voucher Application ▼

SSID:

[Search](#) [Search for SSID](#) [Get Enrollment History](#)

Search for SSID/AzEDS Identity

Search for SSID will take you to AzEDS Identity.

AzEDS Identity's function is to locate an SSID#, it is not used to determine the enrollment history of a student, you will need to use "**Get Enrollment History**" to determine the HSD.

Search By

Person Information Unique ID

Legal Name

Last*	First*	Middle	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal

Birth date*	Gender*
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Select"/>

+ Advanced Search (optional)

 * required fields

Get Enrollment History

Get Enrollment History takes you to “Student Enrollment History,” an SSID# and date of birth (DOB) are needed. This is how to determine the home school district (HSD), which is the last age-appropriate district or charter attended, additional information is in slides 10-14.

SSID:

Student Details

SSID:

First Name:* Middle Name:

Birth Date:* Grade:*

Last School Attended:*

Parent Details

First Name:* Middle Name:

Parent Address:*

SPA Voucher Contact Details

Contact Name: **ESS , SPA User** Email: **SPA_User@test.com**

Authorized Voucher Approver:

Name:* Email:*

Case Worker:

Name: Email:

RTC Details

RTC Name:*

RTC Education Contact Details

Contact Name:* Email:*

Home School District Details

The back button must be used to return to the application

Opens a new window

Creating an Initial Application (3)

- **Student Details:** Entry date (you may only go back 5 days per statute), grade level for FY25 (located in the Enrollment History, examples on slides 12-14), “Last School Attended” is the “School Name,” also located in the Enrollment History
- **Parent Details:** Complete each field
- **SPA Voucher Contact Details:** The Authorized Voucher Approver is yourself or the person approving Continuing Applications and the case worker involved in the placement
- **RTC Details:** Select the RTC where the student was placed, RTC contacts will auto-populate from an ADE-uploaded contact sheet
- **Home School District Details:** Use the Enrollment History to determine the last age-appropriate district or charter, make sure to enter the correct Entity/HSD ID (see slides 10-14), HSD contacts will auto-populate from an ADE-uploaded contact sheet that is editable
- **Comments:** Add information that will help the HSD in their evaluation
- **Click Submit for Approval,** then click OK when asked if you want to continue with the changes

- You may write unknown for fields that you do not have information for (example: parent address or 000-000-000 for a phone number)

Select Application: Initial Education Voucher Application

SSID: Search Search for SSID Get Enrollment History

Student Details

SSID: Entry Date:

First Name: Middle Name: Last Name:

Birth Date: Grade:

Last School Attended:

Parent Details

First Name: Middle Name: Last Name:

Parent Address: Phone:

SPA Voucher Contact Details

Contact Name: ESS , SPA User Email: SPA_User@test.com Phone:

Authorized Voucher Approver:

Name: Email: Phone:

Case Worker:

Name: Email: Phone:

RTC Details

RTC Name:

RTC Education Contact Details

Contact Name: Email: Phone:

Home School District Details Get Enrollment History

HSD Name: Clear

SPED Director Email: Secondary Contact Email:

Comments:

Submit For Approval Cancel

* Field is mandatory.

Home School District Is Defined Under A.R.S. § 15-761(9)

"Home school district" means the (age-appropriate) school district or charter school that the child last attended or, if the child has not previously attended a public school in this state, the school district in which the person resides who has legal custody of the child, as provided in section 15-824, subsection B. If the child is a ward of this state and a specific person does not have legal custody of the child, or is a ward of this state and the child is enrolled in an accommodation school pursuant to section 15-913, the home school district is the district that the child last attended or, if the child has not previously attended a public school in this state, the school district within which the child currently resides.

Entities not Used When Determining the Home School District

- Juvenile detention centers
- Bureau of Indian Education schools
- Accommodation districts
- Private schools
- Parochial schools
- Correctional facilities
- Vocational schools

[Determining the Home School District FAQs](#)
[Flowchart for Determining the HSD](#)

Example Enrollment History (1)

Student is in the 10th grade in FY24, Mesa Unified District (K-12) is the HSD.

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
2024	10	11/30/2023	3/26/2024	4980	Mesa High School	4235	Mesa Unified District	4235	Mesa Unified District
2024	10	8/7/2023	10/4/2023	5904	San Manuel High School	4439	Mammoth-San Manuel Unified District	4439	Mammoth-San Manuel Unified District
2024	10	8/7/2023	10/4/2023	91798	PCJTED - San Manuel High School	89380	Pima County JTED	89380	Pima County JTED
2023	9	8/4/2022	5/18/2023	5904	San Manuel High School	4439	Mammoth-San Manuel Unified District	4444	Oracle Elementary District
2023	9	8/4/2022	8/22/2022	91798	PCJTED - San Manuel High School	89380	Pima County JTED	89380	Pima County JTED
2022	8	8/5/2021	5/19/2022	5927	Mountain Vista School	4444	Oracle Elementary District	4444	Oracle Elementary District
2021	7	8/20/2020	5/27/2021	5927	Mountain Vista School	4444	Oracle Elementary District	4444	Oracle Elementary District
2020	6	8/7/2019	5/20/2020	5927	Mountain Vista School	4444	Oracle Elementary District	4444	Oracle Elementary District

Example Enrollment History (2)

Student is in the 6th grade in FY24, American Virtual Academy (K-12) is the HSD. Pinal County Detention Education Center is skipped in the HSD determination.

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
2024	6	2/12/2024	2/20/2024	90745	Hope School	79516	Pinal County Detention Education Center	79516	Pinal County Detention Education Center
2024	6	11/13/2023	11/21/2023	90745	Hope School	79516	Pinal County Detention Education Center	79516	Pinal County Detention Education Center
2024	6	10/16/2023	1/29/2024	81178	Primavera - Online	79461	American Virtual Academy	79461	American Virtual Academy
2023	6	8/4/2022	11/10/2022	4894	Solomon Elementary School	4222	Solomon Elementary District	4222	Solomon Elementary District
2022	5	8/12/2021	5/18/2022	4894	Solomon Elementary School	4222	Solomon Elementary District	4222	Solomon Elementary District
2021	4	8/5/2020	5/19/2021	4894	Solomon Elementary School	4222	Solomon Elementary District	4222	Solomon Elementary District

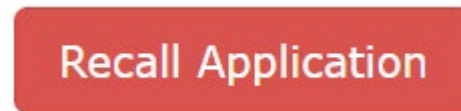
Example Enrollment History (3)

Student is in the 10th grade in FY24, Tucson Unified District (K-12) is the HSD. Pima County Accommodation School District is skipped in the HSD Determination.

Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID	District Name	HSD ID	HSD Name
2024	10	11/20/2023	2/12/2024	5654	CAPE School-Detention	4401	Pima County Accommodation School District	4401	Pima County Accommodation School District
2024	10	8/3/2023	11/7/2023	5759	Pueblo High School	4403	Tucson Unified District	4403	Tucson Unified District
2023	9	8/4/2022	5/25/2023	5759	Pueblo High School	4403	Tucson Unified District	4403	Tucson Unified District
2022	8	8/5/2021	5/26/2022	5749	Utterback Middle School	4403	Tucson Unified District	4403	Tucson Unified District
2021	7	8/10/2020	5/27/2021	5749	Utterback Middle School	4403	Tucson Unified District	4403	Tucson Unified District
2020	6	1/7/2020	5/21/2020	5749	Utterback Middle School	4403	Tucson Unified District	4403	Tucson Unified District
2020	6	8/1/2019	11/20/2019	5715	C E Rose Elementary School	4403	Tucson Unified District	4403	Tucson Unified District

Recalling the Initial Application

Once the application is submitted, the Recall Application button becomes active at the bottom of the application. This allows you to recall and make corrections if needed. To locate the application, go to **Manage Application(s)/All Applications**.



The ESS Vouchers team screens the Initial applications after they are submitted, if you are asked to edit the home school district you will need to recall the application unless the application was already rejected by the HSD or ADE, in which case the application will be in **Manage Application(s)/Awaiting My Approval**.

Continuing Applications (1)

- On July 1st, Residential Treatment Centers (RTCs) begin submitting Continuing Applications for approval by State Placing Agencies (SPA).
- You will receive an auto-generated email alerting you that there is an application awaiting your approval.
- Go to [ADEConnect](#) to log into the voucher system and approve the application.
- The application is first sent by the Residential Treatment Center to the Home School District (HSD) and then to the State Placing Agency.
- Approval of the application by both the Home School District and the State Placing Agency allows the Arizona Department of Education to fund the student's educational services through the end of the new fiscal year.



Continuing Applications (2)

- In Continuing Application(s) under Manage Application(s) you will see a list of applications to approve. Place a check in the box next to the application to be approved (more than one application can be approved at a time). Then, place a check in the box for your signature.
- Once Approve is selected, the educational funding is approved until the end of the new fiscal year (June 30th) or until the student is discharged from the RTC.

The screenshot displays a web interface for managing applications. At the top, there is a navigation bar with links for Home, Approved Student(s), Manage Application(s), Reports, Help, and Fiscal Year. The 'Manage Application(s)' dropdown menu is open, showing options: New Application, Continuing Application(s) (highlighted), Awaiting My Approval, Search RTC Applications by SSID, and All Applications. Below the menu is a table with columns: SSID, Student Name, Disability, RTC Name, and SPA Name. The first row has a checked checkbox in the left margin. Below the table, there is a checkbox for signature with the text: "By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability." Below this is a green 'Signature' button and a red asterisk indicating a mandatory field. At the bottom, there is a 'Comments:' field and three buttons: Approve (green), Reject (red), and Cancel (orange).

Continuing Applications (3)

- Clicking on the student's SSID number will also give you the option to view the application.
- You can sign and approve the application from this page as well.
- If the student was not placed by your agency, enter this in the comments field and click the Reject button. This will send the application back to the RTC for resubmission.

By checking the box and submitting your signature, you certify that you have read and understood the provisions of this application and any potential financial consequences. Your acknowledgment is considered an electronic signature with legal effect, validity, and enforceability.

Signature

* Field is mandatory.

Comments:

Approve

Reject

Cancel

Help Options

Use the Help menu to select:

- FAQ
- Enrollment History
- Contact Us

ARIZONA DEPARTMENT OF EDUCATION

VOUCHERS AND CLAIMS

EXCEPTIONAL STUDENT SERVICES

Home Approved Student(s) Manage Application(s) Reports Help Fiscal Year: Welcome,

Student Enrollment History

FAQ
Enrollment History
Contact Us

SSID: Enter SSID Birth Date: Select DOB Get Enrollment History

Showing 0 to 0 of 0 entries

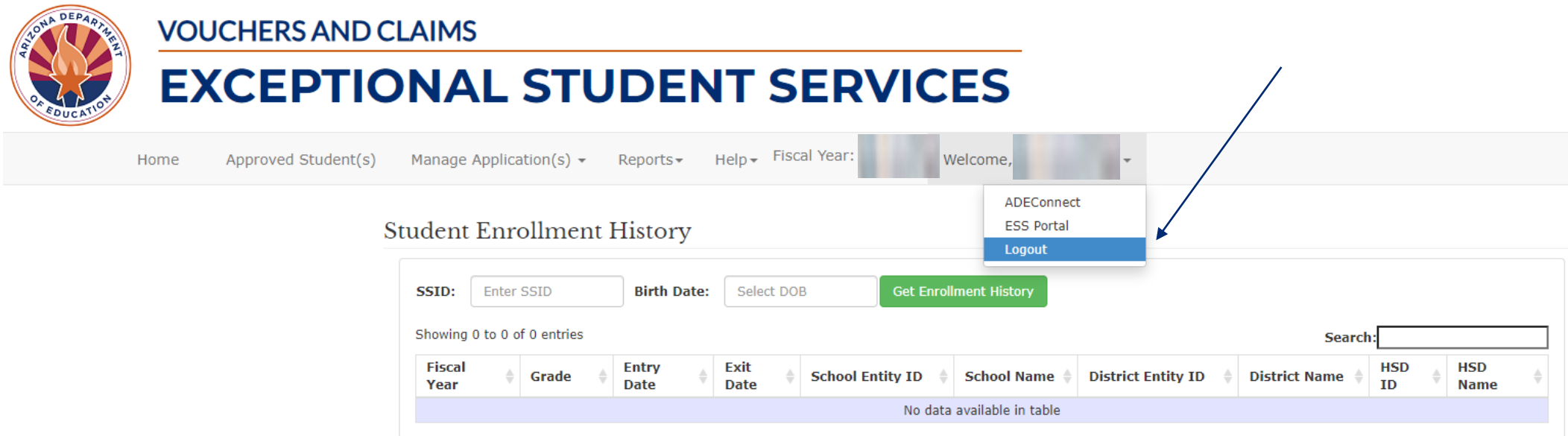
Fiscal Year	Grade	Entry Date	Exit Date	School Entity ID	School Name	District Entity ID
No data available in table						

Questions?

Please send all questions to essvouchers@azed.gov.

Logging Out

To exit ESS Vouchers and Claims, select Logout.



The screenshot shows the user interface for the Arizona Department of Education's Vouchers and Claims portal. The header includes the department logo and the text "VOUCHERS AND CLAIMS" and "EXCEPTIONAL STUDENT SERVICES". A navigation bar contains links for Home, Approved Student(s), Manage Application(s), Reports, and Help, along with a Fiscal Year selector and a user profile dropdown. The user profile dropdown is open, showing options for ADEConnect, ESS Portal, and Logout. A blue arrow points to the Logout option. Below the navigation bar is a section for "Student Enrollment History" with input fields for SSID and Birth Date, a "Get Enrollment History" button, and a search bar. A table with columns for Fiscal Year, Grade, Entry Date, Exit Date, School Entity ID, School Name, District Entity ID, District Name, HSD ID, and HSD Name is shown, with a message "No data available in table" below it.