



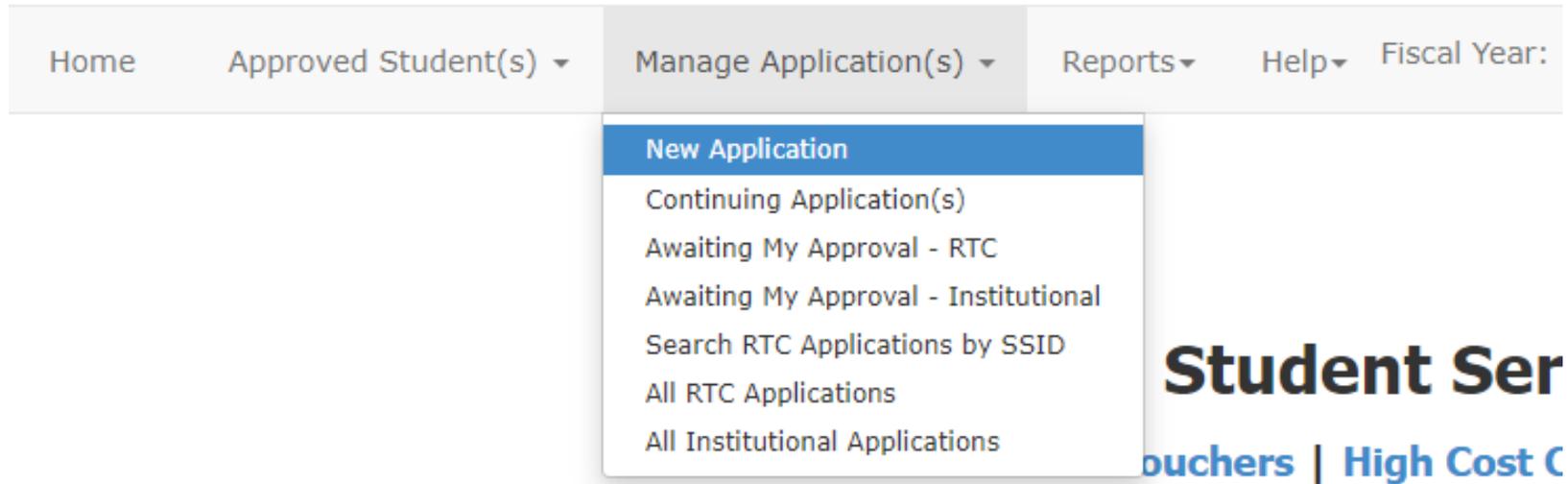
Extension Application Instructions

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Extension Application Instructions

To apply for an extension, click on **New Application** under the **Manage Application(s)** drop-down menu.



Extension Application Instructions (part 2)

Select **Extension of Education Voucher Application**.

Submit New Application

Select Application:

- Select Application Type -
- Extension Of Education Voucher Application**
- Home School District Education Voucher Application



Extension Application Instructions (part 3)

Once **Extension of Education Voucher Application** is selected, the application will prompt you to enter an **SSID number**. Click the **Search** button after entering the **SSID number**.

Note: Search by name is not an option.

Submit New Application

Select Application:

SSID:



Extension Application Instructions (part 4)

Extensions can only be submitted starting five days prior to the expiration date of the Initial Application. If you try to create an extension application before five days, you will see an error message in **red**.

Submit New Application

Select Application:

SSID:

You can only submit an extension starting from 5 days before the expiration date (6/11/2023).

Extension Application Instructions (part 5)

Once the **SSID number** is entered and the **Search** button is selected, the voucher system will display the **Initial Application Details** for the student.

Submit New Application

Select Application:

SSID:

SSID#

Initial Application Details

Student Name:	<input type="text"/>	Birth Date:	<input type="text"/>	Entry Date:	<input type="text"/>
RTC Name:	<input type="text"/>				
RTC Voucher Contact:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>
RTC Education Contact:	<input type="text"/>	Email:	<input type="text"/>	Phone:	<input type="text"/>

Extension Application Instructions (part 6)

You must check at least one reason for the delay and enter comments. The application will alert you if you try to continue without completing these steps. School breaks including summer or lack of personnel are not acceptable statutory justifications and the extension will be denied.

Select Justification(s)

- This form must be completed by the home school district (HSD), when a student is placed by a state placing agency (SPA) into a residential treatment center (RTC) for care, safety, treatment reasons or cannot be evaluated within 60 calendar days.
- School breaks—including summer or lack of personnel—are not acceptable justifications for extensions and will be denied. This may result in HSD fiscal liability for the time period involved.
- In accordance with A.R.S 15-1183, the HSD is requesting an extension of voucher funding for the above-named student because: (Please check all that apply and provide a complete explanation for each.)

- Delay in receiving reports, e.g., teacher progress/social development, cumulative records.
- MET/IEP is in progress. Please enter meeting scheduled date in comments.
- MET/RED is in progress. Please enter meeting scheduled date in comments.
- The home school district has not yet obtained a surrogate parent.
- The Home School District is having difficulty locating/contacting parent/guardian.
- The student was unavailable for testing, e.g., AWOL, hospitalized.
- Other

*Comments:

Extension Application Instructions (part 7)

The next step is the **SPED Director Signature or Representative**. Check the box and a dialogue box will appear. **Click OK** to complete the **Signature**, your name will then appear below the checked box.

- Use the green **Upload File(s)** button to provide **Justification(s)** for the extension. (Examples include emails, PWNs, or other documents related to the justification).
- Click **Submit for Approval** to complete the extension application. The extension will expire **30 days** from the expiration of the Initial Application. You can view the application under All RTC Applications.

The screenshot displays a web form with the following elements:

- *Comments:** A text input field.
- Upload File(s)**: A section with a file selection area, a "Browse..." button, and a green "Upload File(s)" button.
- SPED Director Signature or Representative**: A section containing a checked checkbox and a green "Signature" button.
- Submit For Approval**: A green button at the bottom right.

A modal dialog box titled "Message from webpage" is overlaid on the form, asking "Are you sure you want to sign as: Rhodes , Jeff" with "OK" and "Cancel" buttons. A blue arrow points from the "OK" button to the "Signature" button in the form. Another blue arrow points from the "Submit For Approval" button to the right.