



ESS CLAIMS

High-Cost Child and Extraordinary Special Education Needs

ESS Program Management, September 12, 2023

Agenda

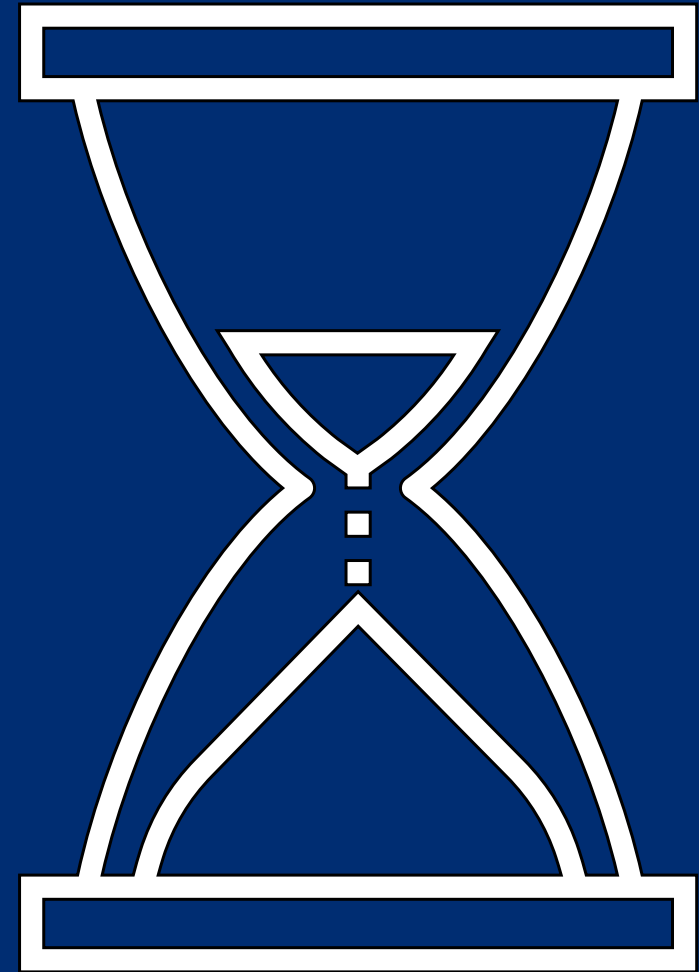
- Considerations for Funding
- Which Fund Should I Choose?
- High-Cost Child Claims
- Extraordinary Special Education Needs Fund

PROGRAM MANAGEMENT

The Exceptional Student Services (ESS) Program Management team distributes Individuals with Disabilities Education Act grant monies to eligible Public Education Agencies (PEA) throughout Arizona. The grant application process is facilitated through the Grants Management Enterprise (GME) system. Grants are approved, amended, and financially monitored through this system. The program management team and the program support and monitoring specialist in ESS facilitate programmatic monitoring for IDEA grants.

HOW DOES A PEA PRIORITIZE FUNDING?

1. State and local funds (M&O funds that are used to calculate Maintenance of Effort)
2. IDEA Preschool carryover
3. IDEA Basic carryover
4. IDEA Section 619 current year allocation
5. IDEA Section 611 current year allocation
6. ESS Claims (High-Cost Child or Extraordinary Special Education Needs)



HIGH-COST CHILD AND EXTRAORDINARY SPECIAL EDUCATION NEEDS FUND

A school district or charter school is eligible to apply for an ESS Claim if it demonstrates that a student receiving special education services has incurred costs in the current year that are equal to or greater than three times the per-pupil funding average.

A student whose costs exceed \$27,483 per year would meet the minimum threshold to be considered for HCC or ESEN funding.

\$152.68 per day for 180-day calendar, approximately \$2,748 per month.

ELIGIBILITY REQUIREMENTS FOR ESS CLAIMS

- The PEA must be eligible for IDEA grant funding.
 - Passed MOE Eligibility testing
 - Approved for FY24 IDEA grants
- Information submitted into AzEDS must be accurate to the services provided, aligned to the IEP, and passing integrity to be considered eligible for claim reimbursement.
- Any programmatic holds, fiscal holds, or items of non-compliance with the IDEA can cause your claims to be delayed for approval or rejected completely.

FY24 HIGH-COST CHILD CLAIMS

PEAs will be limited to submit only one claim per round.

PEAs will be limited to approximately \$75,000 in awarded claims depending on available funds.

	2022	2023
# of PEAs	58	67
# of Claims Approved	145	143
Amount Approved	\$3,633,076	\$3,415,817

HCC SUBMISSION DATES

Round for Funding Approval	Submission Deadline
1 st	10/27/2023
2 nd	01/26/2024
3 rd	03/29/2024
4 th	05/31/2024

The HCC Claims are competitive funding applications.

PEAs shall not exceed \$75,000 for claims approved.

PEAs should submit no more than 4 HCC Claims in FY24.

FY24 ESEN CLAIMS

PEAs will be limited to submitting six claims per round.

PEAs will be limited to approximately \$125,000 in awarded claims depending on available funds.

PEAs must deduct state aid from requested amount.

	2022	2023
PEAs	25	18
Claims Approved	99	69
Amount approved	\$1,599,172	\$808,027

ESEN SUBMISSION DATES

Round for Funding Approval	Submission Deadline
1 st	09/30/2023
2 nd	11/30/2023
3 rd	02/29/2024
4 th	05/31/2023

The ESEN Claims are competitive funding applications.

PEAs shall not exceed \$125,000 for claims approved.

PEAs should submit no more than 24 ESEN Claims in FY24.

WHICH CLAIM SHOULD I APPLY FOR?

Monthly Expenses	Student A DD	Student B MD-SC	Student C MDSSI
Tuition	\$3,500	\$0	\$3,400
Transportation	\$1,500	\$0	\$1,600
Nursing	\$0	\$6,400	\$2,400
Total	\$5,000	\$6,400	\$7,400

STATE AID BY GROUP B ADD-ON WEIGHTS

Revised 11/2022				
Disability/Scenario (Assumes 1 ADM equivalent except PSD & KG)	Summary 1/2 ADM (KG/PS)	Monthly revenue for KG/PS	Summary UE-12th	Monthly revenue for 1st-12th
Multiple Disabilities Severe Sensory Impairment	\$ 22,000.00	\$ 2,200.00	\$ 45,000.00	\$ 4,500.00
Orthopedic Impairment (Self-Contained)	\$ 20,000.00	\$ 2,000.00	\$ 39,000.00	\$ 3,900.00
MD-R, A-R, and SID-R	\$ 18,000.00	\$ 1,800.00	\$ 36,000.00	\$ 3,600.00
MD-SC, A-SC, and SID-SC	\$ 18,000.00	\$ 1,800.00	\$ 36,000.00	\$ 3,600.00
Emotionally Disabled (Private)	\$ 15,000.00	\$ 1,500.00	\$ 30,000.00	\$ 3,000.00
Visual Impairment	\$ 15,000.00	\$ 1,500.00	\$ 30,000.00	\$ 3,000.00
Hearing Impairment	\$ 15,000.00	\$ 1,500.00	\$ 30,000.00	\$ 3,000.00
Moderate Intellectual Disability	\$ 14,000.00	\$ 1,400.00	\$ 28,000.00	\$ 2,800.00
Preschool Severe Delay	\$ 12,000.00	\$ 1,200.00	\$ 24,000.00	\$ 2,400.00
Orthopedic Impairment (Resource)	\$ 11,000.00	\$ 1,100.00	\$ 22,000.00	\$ 2,200.00
DD, ED, MIID, SLD, SLI, and OHI	\$ 4,000.00	\$ 400.00	\$ 7,000.00	\$ 700.00

HCC VS ESEN

Monthly Expenses	Student A DD	Student B MD-SC	Student C MDSSI
Expenses	\$5,000	\$6,400	\$7,400
State Aid	\$700	\$3,600	\$4,500
ESEN	\$4,300	\$2,800	\$2,900
HCC	\$5,000	\$6,400	\$7,400

ESEN FUND 3 SIMILAR STUDENTS

ESEN	Student A	Student D	Student E	Running Total
Round 1	\$ 8,600	\$ 8,600	\$ 8,600	\$ 25,800
Round 2	\$ 8,600	\$ 8,600	\$ 8,600	\$ 51,600
Round 3	\$ 12,900	\$ 12,900	\$ 12,900	\$ 90,300
Round 4	\$ 12,900	\$ 12,900	\$ 12,900	\$ 129,000
Total	\$ 43,000	\$ 43,000	\$ 43,000	\$ 129,000

In this example, the PEA could apply on behalf of three similarly funded students with disabilities and receive up to \$129,000 for all four rounds.

Last year, the funds for ESEN ran out after the third round, which would still allow this PEA to receive up to \$90,300.

HCC CLAIMS, 2 STUDENTS

HCC	Student B \$6,400	Student C \$7400	Running Total
Round 1	\$ -	\$ 22,200	\$ 22,200
Round 2	\$ 38,400	\$ -	\$ 60,600
Round 3	\$ -	\$ 14,800	\$ 75,400
Round 4	\$ -	\$ -	
Total	\$ 38,400	\$ 37,000	\$ 75,400

HCC	Student B \$6,400	Student C \$7400	Running Total
Round 1	\$ -	\$ 22,200	\$ 22,200
Round 2	\$ -	\$ 22,200	\$ 44,400
Round 3	\$ -	\$ 14,800	\$ 59,200
Round 4	\$ -	\$ 14,800	\$ 74,000
Total	\$ -	\$ 74,000	\$ 74,000

Note, in FY23 the HCC funds were depleted by the 3rd round.

In the first example, the PEA chose the two most expensive students and alternated rounds until it met the \$75,000 funding cap.

In the second example, the PEA chose the most expensive student and submitted the single student 4 times for funding consideration at just under \$74,000 for the year.

HCC & ESEN APPLICATIONS

	Student A	Student B	Running
ESEN	\$4,300	\$2,800	Total
Round 1	\$ 8,600	\$ 5,600	\$ 14,200
Round 2	\$ 8,600	\$ 5,600	\$ 28,400
Round 3	\$ 12,900	\$ 8,400	\$ 49,700
Round 4	\$ 12,900	\$ 8,400	\$ 71,000
Total	\$ 43,000	\$ 28,000	\$ 71,000
	HCC	Student C	Running
		\$7400	Total
	Round 1	\$ 22,200	\$ 22,200
	Round 2	\$ 22,200	\$ 44,400
	Round 3	\$ 14,800	\$ 59,200
	Round 4	\$ 14,800	\$ 74,000
	Total	\$ 74,000	\$ 74,000

The PEA opted to apply for Students A and B in ESEN and Student C in HCC.

The PEA may be eligible to receive up to \$145,000 in funding if funds are available through the 4th round

If the funds are depleted by the end of the 3rd round, the PEA would receive \$49,700 from ESEN and \$59,200 from HCC.

IDEA MAINTENANCE OF EFFORT

ESS Claims may impact your PEA's ability to pass the MOE Compliance and Eligibility tests.

Method 2 is the M&O overall expenditure for All Disability Classifications, and IEP-required transportation

Method 4 is the per-pupil expenditure. Click on the difference amount to view student counts.

Use this information on the [Budget Planning Tool](#).

Eligibility Test Results

Closed (Met)

In order to meet the MOE eligibility requirement in this fiscal year the district/charter must budget, at least the same total or per capita amount, of local funds or state and local funds, as it spent during the most recent year for which information is available.

	Overall	Method 1 Local Cost	Method 2 2022 State and Local Cost	Method 3 Local Per Capita Cost	Method 4 2022 State and Local Per Capita Cost
2024 Amount		N/A	\$10,322,146.00	N/A	\$10,174.55
Comparison Year Amount		N/A	\$9,011,365.00	N/A	\$9,543.53
Difference		N/A	\$1,310,781.00	N/A	\$631.02
2024 SPED Count				N/A	x 1,014,5065
Total Difference		N/A	\$1,310,781.00	N/A	\$640,172.39
Status	Met	N/A	Met	N/A	Met

IDEA Fund Eligibility Method 4

Closed (Met)

Method 4: Current Year State and Local Budgeted Amounts Per Capita Compared to the Per Capita Amounts from the Last Year Compliance Method 4 is available.

Fiscal Year	State and Local Cost	SPED Count	State and Local Per Capita Cost
2024	\$10,322,146.00	1014.5065 (Estimated from FY2023 SPED20)	\$10,174.55
2022	\$9,011,365.00	944.2381	\$9,543.53
Difference			\$631.02
Status			Met

Difference must be \$0.00 or greater to have met this MOE Test

DOES APPLYING FOR HCC AFFECT MAINTENANCE OF EFFORT (MOE)?

MOE Exception E

Students who have been deemed eligible as part of the IDEA HCC can be listed in the ESS MOE application as a valid exception for reducing the obligation a public education agency must meet for Maintenance of Effort. Any students submitted into this field will be validated against information submitted to AzEDS and the HCC funding application.

Contact essprogmgmt@azed.gov to review MOE Data for more information. The [FY24 MOE Compliance webinar](#) will be held on March 1, 2024.

DOES APPLYING FOR ESEN AFFECT MOE?

MOE, Exception E, does not apply for students who are approved for ESEN claims as these funds are not federal IDEA funds.

PEAs must ensure they are still able to meet MOE Compliance thresholds with the use of this funding source.

HIGH-COST CHILD CLAIMS

PURPOSE OF HIGH-COST CHILD CLAIMS

The Individuals with Disabilities Education Act (IDEA) allows 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.

ADE/ESS has determined that any student with disabilities whose cost exceeds three times the per pupil average is eligible for High-Cost funding.

EXCESS COST FOR HCC CONSIDERATION

The cost of the student must exceed three times the normal amount expended on a child in Arizona of \$9,161 (National Center for Education Statistics).

Annual Amount	Daily Rate	Calendar Days
\$27,483	\$152.68	180 days
	\$190.85	144 days
	\$137.42	200 days
	\$109.06	252 days

The amount available in FY2024 HCC funding is \$3.9 million.

FISCAL YEAR 2024 HCC APPLICATION REVIEW PROCESS

PEAs may only submit one claim to be approved per round and will be limited to no more than \$75,000 in awarded claims, depending on available funds. For HCC applications, PEAs can request the full reimbursement of costs incurred by the student in each claim period.

PEAs must prioritize the 1-2 most expensive students to submit for HCC as funds are limited.

Applications will be reviewed for completeness upon submission and only one claim per PEA will be approved for each round of submission.

HIGH-COST CHILD SUBMISSION DEADLINES

Round for Funding Approval	Submission Deadline
1 st	October 27, 2023
2 nd	January 26, 2024
3 rd	March 29, 2024
4 th	May 31, 2024

- The HCC Claims are competitive funding applications.
- PEAs shall not exceed \$75,00 for claims approved using IDEA Set-Aside funds.
- PEAs shall submit no more than 4 HCC Claims in a fiscal year.

HCC ITEM CHECKLIST FOR APPLICATIONS

The following information is required for a PEA to submit a claim for reimbursement:

- State Student ID
- Current IEP
- [Summary Claim Template](#)
- Invoices showing costs for the High-Cost Child
 - If providing multiple invoices from vendors or payroll information for personnel working directly with a student, ESS PM requests the PEA submit a summary invoice to reflect all costs in addition to the original invoices/receipts
- Narrative on PEA letterhead describing the fiscal burden of the student's excess costs to the PEA

PEA NARRATIVE

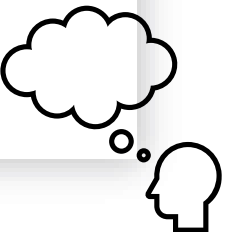
The PEA must provide a narrative written by the SPED Director or designee

- Student Name and SSID
- Examples of the costs/services associated with providing a free, appropriate public education to the child
- Evidence that the PEA has already attempted to use available funding sources to educate the student (M&O, IDEA grants, etc.)
- Description of the fiscal hardship of the PEA to provide the services described in the student's IEP

EXAMPLE OF SUMMARY CLAIM TEMPLATE

Student Name:		Pebbles Rubble		SSID:		12345678					
Claim Start Date:		7/1/2023		Claim End Date:		9/30/2023					
Record the monthly expenses for the student's claim by expense type. Use the subtotals below to submit your requested claim amount.											
Expense Types											
Month	Tuition	1:1 Aide (Paraprofessional)	Transportation	Related Services (PT, OT, Speech, Counseling)	Nursing	Fees	Other*	Total			
July	\$ 2,700.00	\$ 1,600.00	\$ 1,400.00	\$ 300.00			\$ 4,000.00	July Total		If Other, please describe expense(s).	
								\$ 10,000.00		ASL Inrpreting Services	
August	\$ 2,700.00	\$ 1,600.00	\$ 1,400.00	\$ 300.00			\$ 4,000.00	August			
								\$ 10,000.00			
September	\$ 2,700.00	\$ 1,600.00	\$ 1,400.00	\$ 300.00			\$ 4,000.00	September			
								\$ 10,000.00			

[ESS Summary Claim Template](#)



HCC CLAIM EXAMPLE

New for 2024 HCC Applications

The following information will be required for a PEA to submit a claim for reimbursement:

- Current IEP
 - AZEDS data must match all disability categories listed on the most recent IEP
 - AZEDS data must pass all integrity rules
- Invoices showing costs for the High-Cost Child (please provide crosswalks or budget definitions as needed)
- Narrative on PEA letterhead describing the burden of the student's excess cost to the PEA
- The claim request date cannot exceed the date of submission
- [Claim Summary Template](#)

High Cost Child Claim Details

Application ID: [REDACTED]
District: [REDACTED]
SSID: [REDACTED] Student Name: [REDACTED] Birth Date: [REDACTED]
*IEP Date: [REDACTED]
*Requested Claim Amount: [REDACTED]
Claim Date Range: *Start: 7/1/2023 *End: 7/28/2023
Comments: [REDACTED]

PEA Contact Details:

*Phone: [REDACTED]
Alternate Contact Name: [REDACTED] Alternate Email: [REDACTED] Alternate Phone: [REDACTED]

PEA Contact Details must include the phone number of the person submitting the claim.

Alternate Contact information should be the SPED Director or Business Manager.

SUPPORTING DOCUMENTATION

Attachments:

<input type="checkbox"/>	Document Name	Document Type	Uploaded On
<input type="checkbox"/>	[Redacted]	Other Invoice IEP	6/13/2023 3:50:54 PM
<input type="checkbox"/>	[Redacted]	Other Invoice IEP	6/13/2023 3:50:55 PM
<input type="checkbox"/>	[Redacted]	Other Invoice IEP	6/13/2023 3:50:55 PM
<input type="checkbox"/>	Letter.pdf	Other Invoice IEP	6/13/2023 3:50:56 PM
<input type="checkbox"/>	SummaryClaimTemplate.xlsx	Other Invoice IEP	6/13/2023 3:50:57 PM

- Claim date should not extend beyond the month of submission.
- An IEP and invoice is required for every submission.
- The supporting documentation may be combined into one PDF file so long as all components are present: IEP, invoices, and narrative.
- [ESS Summary Claim Template](#) is required for FY24.

FREQUENT REASONS THE HCC CLAIM WAS RETURNED BY THE HCC SPECIALIST

- Invoice dates do not match the claim request date
- Date on claim doesn't match submission date
- Individual invoices do not add up to requested claim amount
- AzEDS data for student's LRE or private placement doesn't match IEP
- PEA submitted more than \$75,000 of claims and is not eligible for additional approvals

Review Rubric

Teams: ESS Program Management HCC Specialists,
ESS Director of Operations, ESS Deputy Associate Superintendent

Eligibility

- ✓ SSID validated in AzEDS
- ✓ Provide document attachments
- ✓ Request within the dollar caps for the PEA

Documentation

- ✓ Current IEP
- ✓ Accurate invoices or journals for claim period
- ✓ Summary Claim Template

Content

- ✓ PEAs must submit a narrative to describe the justification of excess costs
- ✓ Claimed costs meet allowability rules for IDEA Consolidated – Entitlement Grant

PREVIOUSLY APPROVED HCC CLAIMS

- Tuition and fees to approved private day schools (tuition, related services, transportation)
- Interpreters for HI students
- Contracted nursing
- Additional instructional personnel (1:1 aides)
- Related service providers

DOES APPLYING FOR THE HCC AFFECT MAINTENANCE OF EFFORT (MOE) REQUIREMENTS?

MOE Exception E

Students who have been deemed eligible as part of the IDEA HCC can be listed in the ESS MOE application as a valid exception for reducing the obligation a public education agency must meet for Maintenance of Effort. Any students submitted into this field will be validated against information submitted to AzEDS and the HCC funding application.

Contact essprogmgmt@azed.gov to review MOE Data for more information. [MOE Compliance webinar](#) will be held on March 1, 2024.



**EXTRAORDINARY
SPECIAL EDUCATION
NEEDS FUND**



PURPOSE OF THE ESEN FUND, A.R.S. 15-774

- One-time appropriation [passed by the Arizona legislature](#) to allow claim reimbursement for high cost special education students (July 2021)
- Mirrors the eligibility requirements for IDEA HCC claims
- State funding generated by the student with disabilities must be deducted from the total expense for the child in the claim request period

EXCESS COST FOR ESEN CONSIDERATION

The cost of the student must exceed three times the normal amount expended on a child in Arizona of \$9,161 (National Center for Education Statistics).

Annual Amount	Daily Rate	Calendar Days
\$27,483	\$152.68	180 days
	\$190.85	144 days
	\$137.42	200 days
	\$109.06	252 days

The amount available in FY2024 HCC funding is \$2.3 million.

FISCAL YEAR 2024 ESEN APPLICATION REVIEW PROCESS

PEAs may submit up to six (6) claims to be approved per round and will be limited to no more than \$125,000 in awarded claims, depending on available funds.

For ESEN applications, PEAs must deduct the state aid generated by the student.

Applications will be reviewed for completeness upon submission and up to six per PEA will be approved for each round of submission.

ESEN SUBMISSION DEADLINES

Round for Funding Approval	Submission Deadline
1 st	September 30, 2023
2 nd	November 30, 2023
3 rd	February 29, 2024
4 th	May 31, 2024

- The ESEN Claims are competitive funding applications.
- PEAs shall not exceed \$125,00 for claims approved using ESEN funds.
- PEAs shall submit no more than 24 ESEN Claims in a fiscal year.

ESEN ITEM CHECKLIST FOR APPLICATIONS

The following information is required for a PEA to submit a claim for reimbursement:

- State Student ID
- Current IEP
- [Summary Claim Template](#)
- Invoices showing costs for the ESEN student
 - If providing multiple invoices from vendors or payroll information for personnel working directly with a student, ESS PM requests the PEA submit a summary invoice to reflect all costs in addition to the original invoices/receipts
- Narrative on PEA letterhead describing the fiscal burden of the student's excess costs to the PEA

ESEN CLAIM SCREEN

Extraordinary Special Education Needs Claim Details

Application ID: [REDACTED]
District: [REDACTED]
SSID: [REDACTED] Student Name: [REDACTED] Birth Date: [REDACTED]
* IEP Date: [REDACTED]
* SPED State Funding received for the student during the claim period: \$8,100.00
* Requested Claim Amount: \$5,664.24

Expense Type	Amount
Tuition:	\$8,444.24
1:1 Aide:	
Transportation:	\$5,320.00
Related Services (PT, OT, Speech):	
Nursing:	
Fees:	
Other:	
Please describe Other Expenses:	

Claim Date Range: *Start: 1/1/2022 *End: 3/31/2022

Comments:

PEA Contact Details:

*Phone: [REDACTED]
Alternate Contact Name: [REDACTED] Alternate Email: [REDACTED] Alternate Phone: [REDACTED]

EXAMPLE OF SUMMARY CLAIM TEMPLATE FOR ESEN

Student Name:	Pebbles Rubble		SSID:	12345678							
Claim Start Date:	7/1/2022		Claim End Date:	9/30/2022							
Record the monthly expenses for the student's claim by expense type. Use the subtotals below to submit your requested claim amount.											
Expense Types											
Month	Tuition	1:1 Aide (Paraprofessional)	Transportation	Related Services (PT, OT, Speech, Counseling)	Nursing	Fees	Other*	Total			
July	\$ 2,700.00	\$ 1,600.00	\$ 1,400.00	\$ 300.00			\$ 4,000.00	July Total	If Other, please describe expense(s).		
								\$10,000.00	ASL Inrpreting Services		
August	\$ 2,700.00	\$ 1,600.00	\$ 1,400.00	\$ 300.00			\$ 4,000.00	August			
								\$10,000.00			
September	\$ 2,700.00	\$ 1,600.00	\$ 1,400.00	\$ 300.00			\$ 4,000.00	September			
								\$10,000.00			
Subtotal:	\$ 8,100.00	\$ 4,800.00	\$ 4,200.00	\$ 900.00	\$ -	\$ -	\$ 12,000.00	\$30,000.00			
	Tuition	1:1 Aide (Paraprofessional)	Transportation	Related Services (PT, OT, Speech, Counseling)	Nursing	Fees	Other*	Total Requested Claim Amount			
Enter the amounts listed on subtotal line for each expense type for the student's claim.									If Claiming ESEN, the total claim will be: \$ 19,500.00		
									If Claiming HCCC, the total claim will be: \$ 30,000.00		

CALCULATING MONTHLY SPED ADD-ON FUNDING

Revised 11/2022				
Disability/Scenario (Assumes 1 ADM equivalent except PSD & KG)	Summary 1/2 ADM (KG/PS)	Monthly revenue for KG/PS	Summary UE-12th	Monthly revenue for 1st-12th
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Orthopedic Impairment (Resource)	\$ 11,000.00	\$ 1,100.00	\$ 22,000.00	\$ 2,200.00
DD, ED, MIID, SLD, SLI, and OHI	\$ 4,000.00	\$ 400.00	\$ 7,000.00	\$ 700.00
To determine how much your student generates in SPED state aid, use the find the disability category and the grade level. You'll multiply the monthly revenue by the number of months in your claim.				
# of months in Claim Period:		x monthly rate	=	\$ -
Example		3 x monthly rate	3000 =	\$ 9,000.00

REPORTING REQUIREMENTS FOR ADE/ESS

1. The number of extraordinary special education needs claims that were funded in the previous year.
2. How school districts and charter schools used claim monies.
3. The total number of claims received in the previous year

PEAs can assist in these reporting requirements by utilizing the Summary Claim Template to help track common expense types for ESEN claims. If one of the expense types doesn't apply to the student's claim, the PEA must provide description in the Other field.

FY2024 ESEN APPLICATION REVIEW PROCESS

PEAs are encouraged to submit multiple claims, but will be limited to approximately \$125,000 in awarded claims depending on available funds. For ESEN applications, PEAs are able to request the **excess costs generated by the student, not the full amount.**

PEAs must prioritize the 4-6 most expensive students to submit for ESEN.

Applications will be reviewed for completeness upon submission and up to 4 claims per PEA will be approved for each round of submission. To ensure payment of state funds, the ESEN claims close on May 31, 2023.

ESEN SUBMISSION DEADLINES (DUPLICATE SLIDE)

Round for Funding Approval	Submission Deadline
1 st	09/30/2023
2 nd	11/30/2023
3 rd	02/29/2024
4 th	05/31/2023

The ESEN Claims are competitive funding applications.

PEAs shall not exceed \$125,000 for claims approved.

PEAs should submit no more than 24 ESEN Claims in FY24.

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ESS Director of Operations, ESS Deputy Associate Superintendent

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- ✓ SSID validated in AzEDS
- ✓ Provide document attachments
- ✓ Request within the dollar caps for the PEA

Documentation

- ✓ Current IEP
- ✓ Accurate invoices or journals for claim period
- ✓ Summary Claim Template
- ✓ Student's costs must deduct portion of state aid generated by the student's SPED ADM

Content

- ✓ PEAs must submit a narrative to describe the justification of excess costs
- ✓ Claimed costs meet allowability rules for IDEA Consolidated – Entitlement Grant

HOW DO I DETERMINE WHICH FUND IS BEST TO REQUEST REIMBURSEMENT FOR MY STUDENT?

- Does the PEA need to take a reduction for MOE?
- Does the PEA wish to be reimbursed for total cost incurred by the student?
- Is the total cost less than \$75,000?

Choose High-Cost Child.

- Can the PEA still meet MOE Compliance without using Exception E?
- Were the costs previously paid for by IDEA grant?*
- Is the PEA asking for excess cost reimbursement above state aid?

Choose ESEN.

FEDERAL HCC AND STATE ESEN AND THE IDEA MOE

As a reminder, only the students approved for HCC funds may be eligible to take MOE Exception E if the PEA has originally paid for the student's costs using SPED 200 M&O funds.

For costs paid by the IDEA grant, the PEA would need to consider freeing up IDEA grant funds after ESEN/HCC reimbursements have been received in FY24.

[E-mail your ESS Program Management specialist](#) for assistance.

	HCC	ESEN
Available funds in FY24	\$3.9 Million	\$5 Million, \$2.3 Million Remaining
Max approved for each PEA	\$75,000	\$125,000
Approval periods	4 rounds in 2023-2024	
MOE Exception E applies	Yes	No
PEA can reimburse total cost of student	Yes	No (PEA must deduct state aid generated by student from claim request)
ADE Reporting Requirements to Legislature	N/A	Annually on 12/15 <ul style="list-style-type: none"> • # of claims funded in prior year • How PEAs spent money • # of claims requested in prior year
Eligible PEAs	IDEA Eligible PEAs (districts, secure care, and non-profit charters)	Districts and Charters, including for-profit charters

PEA NEXT STEPS

Prioritize highest cost students in your PEA

Determine which fund(s) you will apply for and prepare items needed for application checklist

Submit first claims by September (ESEN) or October (HCC)

Submit 4 claims not to exceed \$75,000 for HCC, and 24 claims not to exceed \$125,000 for ESEN

Review any requests for edits or data validation by ESS Program Specialist within 5 business days

RESOURCES

ESS Program Management Webinars

September 12: [ESS Claims](#)

October 3: [Proportionate Share and the October 1 Data Collection](#)

January 9: [Allowable Costs Under the IDEA](#)

February 13: [FY25 IDEA Funding Application](#)

March 1: [Maintenance of Effort](#)

April 9: [How, When, and What Order to Spend?](#)

May 7: [Fiscal Year Wrap-Up](#)

Program Management Office Hours

ESS Office Hours

ESS Program Management will also host Office Hours on Tuesday afternoons at 1:00 p.m. PEAs are invited to attend these informal Zoom meetings to bring questions directly to their program specialist.

- [September 19, 2023](#)
- [October 17, 2023](#)
- [November 24, 2023](#)
- [December 12, 2023](#)

- [January 16, 2024](#)
- [February 20, 2024](#)
- [March 19, 2024](#)
- [April 16, 2024](#)
- [May 21, 2024](#)

Help us plan for upcoming webinars, modules, and videos by filling out this [training survey](#).

Contact Us

ESS Program Management:
www.azed.gov/specialeducation/operations

ESS Program Management
Inbox: essprogmgmt@azed.gov

PEA NAME STARTS WITH	PROGRAM SPECIALIST	NUMBER
A-C	<u>Nancy Chavarin</u>	602-542-3270
D-K	<u>Tanya Rodriguez</u>	602-542-4610
L-Q	<u>ESS Program Management</u>	602-542-3398
R-Z	<u>Candice Trainor</u>	602-542-3398