

State Of New Jersey
Department of Education
Division of Finance
Office of School Finance

Instruction Manual

Application For
Special Education
Extraordinary Aid

For Costs within the Fiscal Year
2017-2018

July 1, 2017 thru June 30, 2018

(Revised as of 4-12-2018)

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Purpose of Manual

Special education extraordinary aid (Exaid) was first provided through the Comprehensive Educational Improvement and Financing Act (CEIFA), N.J.S.A. 18A:7F-19b. Exaid is now governed by the School Funding Reform Act of 2008. Exaid is to assist districts with students that have high educational costs. The student must be classified and be between the ages of 3 and 21. A district must demonstrate that the student's Individualized Education Program (IEP) requires the provision of intensive services.

Public school districts can now apply for special education extraordinary aid (Exaid) for the 2017-2018 school year. Eligible districts are those where the cost of educating an individual classified student, depending upon the child's placement, exceeds a predefined threshold. It is necessary for the student to be in an approved placement and the child's IEP must include at least one provided intensive service.

Pursuant to P.L. 2001, Chapter 356, the extraordinary aid application is available on-line at the [Homeroom](#). Instructions for Homeroom Administrators for establishing user accounts for on-line applications are available in the [Homeroom Administrator Manual](#). The application process requires that districts complete one on-line form for each child who is eligible for aid.

The purpose of this manual is to assist New Jersey Public School Districts in using the online Exaid application for Special Education Extraordinary Aid for costs incurred during the 2017-2018 school year.

Please note that the nominal amount of the award is a percentage of the amount over the threshold. The final award may be further reduced to bring it into line with the total program amount authorized by the State Budget as adopted for the fiscal year following the year in the costs were incurred. (The State Budget for 2018-2019 contains the appropriation for Exaid covering the 2017-2018 school year.)

When applying for Exaid, the costs reported by a district are estimates. A district cannot know with absolute certainty during the application period what its costs will be through the end of June. Estimates must be based upon reasonable documentation in any subsequent audit review. A district is not required to submit adjusted cost figures for every applicant. However, it must notify the Office of School Finance in writing if the costs for an individual student applicant fall significantly or fall below the thresholds after the application period. The district's award will then be reduced or rescinded.

Important Rules to Remember When Applying!

1. Documentation must be maintained. A school district must maintain supporting documents for each student included in the district's application for follow-up audits and if requested by the Department of Education as part of its application verification process. The supporting materials must show the basis for the amounts contained in the application. Failure to submit requested support documents may void your application. These documents, and other supporting materials such as the student's IEP and documentation supporting the cost estimate for educating each eligible child, including but not limited to any contracts, agreements, court orders, letters of placement approval, cost spreadsheets and worksheets used in the completion of the application, must also be kept on file by the district. These documents will be required by the Department of Education during any future audit of the district's extraordinary aid award.
2. Each applicant student must be enrolled in the district. A child must be enrolled in the district and on the district's register.
3. Each applicant student must receive at least one intensive service. The child's IEP must require an intensive service and the service must be provided. Without an intensive service (selected from a list in the application), it does not matter if the costs exceed the threshold, the student does not qualify.
4. The student must be classified and in an approved placement. The child must be between the age of 3 and 21, which correspond to birthdates between July 1, 1996 through June 30, 2015.
5. Applicable costs for Exaid are defined in statute. There are three broad placement categories and the type of eligible educational costs is defined for each. If a child is sent to a separate private placement, then only the tuition cost is applicable. Tuition is defined in Exaid as the cost to provide the educational services called for in the student's IEP. In public placement situations (the other 2 placement categories), only educational and support costs can be included. In addition to these educational costs, Exaid also covers separate related service costs.

In most cases, this means that the costs of providing the services called for in the student's IEP are considered educational and are eligible costs. Support costs to maintain the student's well-being as they are being educated can also be included under placement categories 1 & 2. The definition of these services can be found in the [Taxpayers' Guide to Education Spending](#) under Indicator 6.

Transportation (including transportation aides), legal, facility or administrative costs are not applicable costs for Exaid.

In all cases, a district is required to make the on-line application. Mailing in the form is not making an application. It is only a support document.

Recent Changes and Notes

1. Due to recent system upgrades, the Exaid application has been moved to a new location. As part of this migration, the application's URL has changed. You must go to Homeroom at <https://homeroom.state.nj.us> to access the Exaid application. The URLs at the Homeroom are always the right ones. If you have bookmarked a link to the Exaid application, you must delete the bookmark and go directly to Homeroom. If after going to the Exaid application via Homeroom you have issues, please clear your browser's cache and try again to access the application from the Homeroom. If you continue to have problems contact us at Exaid@doe.nj.gov.
2. **Placements in Non-Approved Schools.** Placement in a school that is not in either the in-state or out-of-state lists of approved schools for the disabled may qualify for Exaid under certain conditions. These placements are commonly referred to as "Naples" placements. A district qualifies for Exaid if the placement in a non-approved school meets the criteria contained in NJSA 18A:46-14 (see Appendix C.) Following are the four major requirements of a "Naples" placement. The placement must meet all of these requirements to be eligible for Exaid:
 - a. The child study team must determine that a suitable special education program for a child cannot be provided through existing approved schools.
 - b. The initial placement must be covered by "consent of the commissioner", or by order of a "court of competent jurisdiction." A court of competent jurisdiction includes both court orders requiring the initial placement as well as agreements approved by an Administrative Law Judge.
 - c. The school must be accredited, and
 - d. The school must be non-sectarian.
3. **Per Diem Rate for APSSD.** The tuition amount in reimbursement requests for students in approved private schools for students with disabilities (APSSD) cannot exceed the lesser of 1) the tuition costs in the contract or 2) the per diem rate for the school times the number of days covered by the contract with the school. The tuition entered for an in-state private school will be checked against the per diem rate calculated for the listed school. You must enter the number of service days covered by the contract with the private school for which you seek reimbursement.
4. **Charter/Renaissance Student.** The dropdown for Charter School students is also used for students attending Renaissance Schools. This addition affects only a limited number of districts, but is needed to track payments for those students.
5. **Part A is for the Primary Placement.** Part A must contain the information for the placement in which the child was placed for most of the school year while enrolled in your district. It is not for the chronologically first placement. This is not a change. However, there seemed to be considerable confusion about this last year.
6. **Private School Dropdown List.** The dropdown for a district still shows the school district where a private school is located rather than the municipality. However, a help icon located below the Approved Private School block in Part A displays a list of approved in-state schools to help locate a school. If you have trouble locating an approved private school in the dropdown list, click on the help link provided in the primary placement block

Click here  to look up County & District for APSSDS. Access the link by clicking on the “i” highlighted in green.

7. **Access to data after closing.** A district can access a copy of an individual student’s application through the “Look-Up Student Information” menu. This displays a summary list of all students. By clicking on the student’s name, a district can access a non-editable copy of the student’s application that can be printed out.
8. **Extended School Year.** ESY is a cost that must be re-evaluated every year. A district must record it as an extraordinary one-time cost in Part C of the form. The only exception is when the cost is included in the tuition being charged by a private school covering a significant part of the regular school year or tuition charged by a school district. In that case, it is included in the costs for that placement in Part A or B along with the other tuition for that placement.
9. **The online application was new for the 2013-2014 school year and included more data and some automatic entries.** The required data is unchanged from prior years. If any automatic entries appear to be incorrect, contact Exaid@doe.nj.gov as soon as possible. Following are some of the additional changes made to the application in recent years:
 - a. **Dates of Placements.** Start and end dates must be entered for all placements. Use a projected end date if necessary.
 - b. **School Dropdown Lists.** You do not need to type in the destination school (except for Naples placements.) Approved schools are in dropdown lists in the application. All in-state selections are by county. Within a county, private schools are listed by school district of geographical location. For example, the New Grange School is in Trenton, Mercer County. Select Mercer as the county, Trenton as the district and then the New Grange School. If you believe a school is missing from the list or are having trouble locating a school, contact us at Exaid@doe.nj.gov.
 - c. **Public School Tuition Costs Division.** All (including ESY) category 1 and 2 tuitions must be divided into component parts. This must be done whether that tuition is paid to another public entity or to a private entity running a program in a public school. The qualified portions of those tuitions are: 1) educational costs and 2) support costs. These costs are automatically calculated when the tuition is entered in Parts A and B.
 - d. **Worksheet changes.** Since most of the data is entered directly into the application, with a few exceptions, you do not need to complete a worksheet for every application. (However, you should print out a copy of the completed application for each student.) Exceptions:
 - i. **Classroom costs for in-district students.** While districts vary in how they choose to track these costs, you must maintain a clear worksheet showing how classroom costs were calculated.

- ii. **Additional Costs.** If a district has additional extraordinary one-time related service or support costs not already included in tuition, it must complete the Additional Costs Worksheet.

10. In-district programs run by approved private schools for the disabled. This is a clarification rather than a change. A district may choose to use either category 1 or 3 for in-district programs run by an approved private school for the disabled. However, if a district chooses category 1, the tuition costs, like all other category 1 tuition costs, must be broken out using the percentages for the district in which the program is operated. This is automatically calculated when selecting the district that houses the program.

11. Calculation of Classroom Costs for in district students. There are two ways of calculating the classroom (educational and support) costs for category 1 and 2 in-district students:

- a. **By each class the student attends.** Sum the prorated costs for each class, divide by the number of students in each class and sum the totals for the individual student. This is unchanged from previous years.

b. Tuition Rates

- a. **Using the Certified Tuition Rates.** The tuition rates a district may charge other school districts are certified by the Department of Education annually based on a district's spending in the prior school year. This is the preferred rate when you decide to use a tuition rate applying for Exaid for in-district students. These rates are posted to each districts homeroom in a document called (yy-yy)_TUITION_LETTER_(dnum).PDF where yy-yy is the fiscal year and dnum is the district code. The most recent letter was issued in February of this year based on the 2016-2017 fiscal year. These rates cover the allowable tuition the district may charge by class of student (such as Cognitive Mild and Autism.) Your district business office can provide you a copy of these rates. If one of those tuition rates is appropriate for the student, you can use that tuition rate to arrive at educational and support costs. In this case, 1) for the placement school enter your district, 2) answer "yes" to the question "Is there a tuition payment involved in the cost calculation of this student's costs?" and 3) enter the tuition rate. The program calculates the educational and support costs. If you use a tuition rate, you cannot use the support cost average for your district in Part C, since the support cost has already been included here.
- b. **Using budgeted tuition rates.** If you believe the certified tuition rates do not reasonably reflect the costs in the current year due to a significant difference in costs or student numbers (the certified rates are one year behind) you may use the rates from the district's adopted budget for the current school year. Your business office will know where to find them. However, if the numbers in the budget do not reasonably reflect the actual costs or numbers of students receiving the services you should not use the tuition rates.

12. Charter/Renaissance School Student Dropdown. There is now a drop down in the upper right-hand screen to enter an application for a charter or Renaissance school student. Following the aid calculation, a report is generated indicating the aid for each charter school student. A district must move this award to the charter school. Additionally, for renaissance schools, the student must be treated as placed in the renaissance school by selecting the school from the public-school dropdown list. This is the same as if the student were being sent to another public-school district.

Determining the Exaid Awards

A district's extraordinary aid is based on the student's placement and type of eligible costs. There are 3 main placement categories:

1. A special education student is educated in an in-district public school program with non-disabled peers, whether run by a public school or by a private school for the disabled, and the cost of providing direct instructional and support services for this student exceeds \$40,000. For those direct instructional and support services costs exceeding \$40,000, a district can receive extraordinary special education State aid equal to 90% of the amount of that excess.
2. A special education student is educated in a separate public-school program for students with disabilities and the cost of providing direct instructional and support services for this student exceeds \$40,000. For those direct instructional and support services costs exceeding \$40,000, a district can receive extraordinary special education State aid equal to 75% of the amount of that excess.
3. A special education student is educated in a separate private school for students with disabilities and the tuition for this student exceeds \$55,000. For tuition costs exceeding \$55,000, a district can receive extraordinary special education State aid equal to 75% of the amount of that excess.

If there is a change in a student's placement category, then the calculation of the Exaid award is based upon the method used in the student's primary placement category. The primary placement category is the one in which the student spends the most time during the fiscal year.

Accounting for Extraordinary Aid

Additional State aid awarded for Exaid costs must be recorded by the district as revenue in the current school year and will be paid to the district in the subsequent school year. Because a school district includes resident students who are enrolled in a charter school or a renaissance school project in its Exaid application, the district's Exaid revenue/receivable must also include funding related to those students. Under those circumstances, the district must also record a payable to the charter school or renaissance school project for funding related to those students. Concurrently, the charter school or renaissance school project records the revenue and a receivable for funding passed through by the school district(s) related to those students. This is required by N.J.S.A. 18A:7F-55c. and GASBS 33 par.74. Extraordinary Aid awards are recorded in the general fund, account 10-3131.

A school district can only exclude the 2017-18 Exaid revenue from the June 30, 2018 excess surplus calculation if the district can clearly document under audit that it did not budget this additional aid during the 2017-18 fiscal year for which an application was filed.

How to Apply

The on-line application will be available on April 26, 2018. All applications must be submitted by May 24, 2018. The notifications of reimbursement amounts will be released following the adoption of the State 2018-2019 Budget. The awards cannot be announced before the state budget is adopted and the state-wide authorization for the Exaid program is known.

Email any questions about extraordinary aid to: Exaid@doe.nj.gov.

Important Notes Before Starting

Review the information at <https://homeroom.state.nj.us/exaid.htm>

1. School districts must maintain complete documentation for each student.

A district must complete and maintain documentation to support each student's application. This documentation must be maintained for any future audit. The primary summary document that auditors will look for is the Exaid "student enrollment information" page for each applicant. It is a district's responsibility to print and maintain a copy of this page for each student included in the district's application. This document and other supporting materials, such as the IEP, the Addition Cost Worksheet (if needed) and the billing documentation regarding the cost of educating each placement must be kept on file in the district. These documents are required by the Department of Education during any future audit of the district's extraordinary aid award.

Some documents are available at the Exaid welcome page, reached by starting at <http://homeroom.state.nj.us> .

2. Individual applications can now be viewed on-line after the application is closed. A district must print each application as completed for audit purposes.

3. Applications may be completed over multiple sessions. The system saves each completed student application that meets the minimum standards for funding. Saved student applications may be modified until the end of the application process. Any changes beyond the Exaid close date require authorization from the Office of School Finance.

4. Contacting the Department of Education. Any questions regarding Exaid must be emailed to Exaid@doe.nj.gov. The application process period is very busy. Emails are checked and answered as quickly as possible. The quickest response to any questions will be through email. If you believe you must speak with someone about an issue, send an email with your phone number requesting a phone call. Following that conversation, you will need to send an email summarizing your understanding of the conversation for confirmation.

Please note: When our office replies to a district’s email regarding extraordinary aid, the reply will include the original text of your email. If you need to follow-up on that email make sure you have included the full text of our reply. Failure to do this may result in your response not being considered. If you do not include the full text, we must track down the previous related emails to assure we have the full facts. This is time consuming and unfair to other districts seeking answers to their questions. Emails without the full previous text will be dropped on the priority list to be answered after all other emails and phone calls have been handled. Check with your IT department to make sure you do not have a default selected to delete previous text.

Getting Started

Accessing the Application

The Exaid application is available on the [Homeroom](#) website of the DOE:

The screenshot shows the 'Welcome to the NJDOE Homeroom' page. It includes a header with the NJDOE logo and the text 'Welcome to the NJDOE Homeroom'. Below the header, there is a section for 'Important Information PLEASE READ!' and a link to 'CHANGE HOMEROOM ADMINISTRATOR FORM'. A warning message states: 'Do not bookmark links to any of the systems in Homeroom. The systems get archived yearly, therefore the bookmark will take the user to the previous year's system. Before entering data into a new system delete cache from your browser.'

Homeroom Administration	Data Collection Information Center
Homeroom Administrator Manual	Homeroom Administrators! Please read the Manual before you enter the site
ADDL	Ch 192-193 Funding Statement and Additional Funding Request
AchieveNJ Data	District Level AchieveNJ Data Cards
AchieveNJ Annual Evaluation Survey	Survey for District Leaders to Report on the Implementation of their Educator Evaluation System
ASPS NEW	Annual School Planning System
ASSA	Application for State School Aid
AudSum	Audit Summary Online
Budget	2018-2019 Budget Statement Software
Bilingual	Bilingual Waiver Request Submission
CAFR Repository	Application for the Electronic Upload of the CAFR Submission Package
CDS	CDS Information System
Ch192-193	Report of Nonpublic Auxiliary and Handicapped Services
CHE	Charter School Enrollment System - Closed for Maintenance
CSSD	CSSD Tuition System
CTEDMS	Career and Technical Education Data Management System
CTE Program Approvals	CTE Program Approval Applications
CTE (Secondary and Adult)	Secondary districts with state approved secondary CTE programs and adult Perkins Eligible CTE programs
DSDC	Debt Service Data Collection
edConnectNJ	IES additional data loading
Early Childhood	Early Childhood Materials
EEDS	Emergency Disaster Preparedness and Reporting System
ESCT	The Evaluation Score Certification Tool
ESEA Allocation Notices	ESEA Consolidated Subgrant Application
EXAID	Application for Special Education Extraordinary Aid
Exemplary Educator	Exemplary Secondary Educator Recognition Program
EWEG	Grants: IDEA, NCLB, PERKINS and Discretionary
FICA	Social Security Contributions
GEOY	Governor's Educator of the Year Program
GPDC	Graduation Data Collection System

News of the Day
April 3, 2018

- DOEIT Tech Support
- Homeroom Administrator Manual
- Change Homeroom Administrator Form
- Homeroom Administrators (complete list)

Active Systems

- ADDL
- AchieveNJ Data
- AchieveNJ Annual Evaluation Survey
- ASPS **NEW**
- ASSA
- Bilingual
- Budget
- CDS
- CAFR Repository
- CHE
- CSSD
- Ch192-193
- CTE Re-approval
- CTE(Secondary and Adult)
- CTEDMS
- DSDC
- edConnectNJ
- EEDS
- Early Childhood
- ESCT
- ESEA-NCLB Allocation Notices
- EWEG
- EXAID
- FICA
- HIB Grades
- HIB Grades Report
- Indirect Cost Rate Notification
- Indicator 13 **NEW**
- NonPublic Enrollment
- NPCR

Selecting the application by double clicking on it will display the Exaid application.

Documents

Begin by reviewing the documents found on the Welcome page:



Documentation	
Support Cost Averages by County and District	(PDF)
Additional Costs Worksheet	(Excel)
Frequently Asked Questions	(PDF)
User Manual	(PDF)

[E-Mail:EXAID@doe.state.nj.us](mailto:EXAID@doe.state.nj.us)

Designed by the Application Development Unit
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- 1. Support Cost Averages by County and District.** This document lists the average per pupil support cost for each school district in New Jersey. This cost is calculated using district budget submissions. It is used primarily for estimating support costs for in-district non-tuition students. Support costs are already included in tuition payments.
- 2. Additional Costs Worksheet.** There is one worksheet document available to download on this page, the Additional Costs Worksheet. This worksheet (in MS Excel format) is used to record qualified costs that are not included in either a tuition charge or calculated classroom costs. This worksheet is only needed if claiming any costs beyond tuition charges. If this worksheet is used, a copy must be maintained for audit and verification purposes.
- 3. Frequently Asked Questions**
This is a listing of frequent questions and answers regarding extraordinary aid. It consists of 3 sections: (1) Special Ed (2) Application Process (3) Fiscal Issues.
- 4. Exaid User Manual**
This document that you are currently reading contains all the pertinent information needed when applying for extraordinary aid.

Login - Beginning the Application Process On-Line

Selecting “Enter” on the Welcome Screen displays this page:



Office of School
Finance

FY 2017-18 Special Education Extraordinary Aid

CSSD, ESC, Voc are not eligible for this project.

Resident district must file applications on behalf of charters schools.

District ID:
User ID:
Password:

Login

Cancel

Log in to Exaid using your district’s 4-digit district code, user ID, and password. If you do not have an ID and password, contact your district Homeroom Administrator.

There are increasingly more charter school students as well as renaissance schools. Note that the resident district has the responsibility to apply for its resident students who currently attend a charter or renaissance school if they meet Exaid requirements. If an application is for a charter or renaissance school student, there is now a ‘Charter/Renaissance Student’ dropdown with ‘Yes/No’ in the upper right-hand corner of the Student Enrollment Information Screen to indicate this. Following the aid calculation, your district will receive a report indicating the aid generated for each charter/renaissance school student. Your district must transfer this award to the school. The next screen lists the criteria for a student eligible for extraordinary aid:

[Logout](#)

FY 2017-18 Special Education Extraordinary Aid

04/03/2018

County: ATLANTIC

District: ABSECON CITY

Eligibility Criteria for Extraordinary Aid:

- The student's birthday must be between 07/01/1996 and 06/30/2015.
- The student must be classified and in an approved placement.
- Depending upon placement, the students must have educational and support costs exceeding \$40,000 or private tuition of over \$55,000.
- The student must have an intensive service being provided.
- The student's IEP must require the intensive service.

Continue to Main Menu

When logging into the application for the first time for the current year, the contact information screen appears:

FY 2017-18 Special Education Extraordinary Aid

[Print this page](#)

04/03/2018

County: 01 -ATLANTIC		District: 0010 -ABSECON CITY	
Certification			
Title	<input type="text" value="--- Select Title ---"/>	Last Name:	<input type="text"/>
		First Name:	<input type="text"/>
<input type="checkbox"/>	In accordance with NJSA 18A:7F-55 and N.J.A.C. 6A:23A, I certify that the foregoing information is true and complete to the best of my knowledge and belief, and understand that any willfully false information is sufficient cause for the rejection of this application or, if reimbursement has been awarded, for the repayment of the funds. I further agree that I will comply with all reasonable and necessary requests for revision or amendment to the application.		
Contact Person Information			
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Email Address:	<input type="text"/>		
Phone Number (000-000-0000):	<input type="text"/>	Ext:	<input type="text"/>

At a minimum, you must: 1) List the title and name of the school official who will certify the application and 2) Complete the Contact Person Information portion of this screen before continuing with the application process. You must return to this screen to certify the application later in the process. Filling in the contact information now makes it easier for us to provide support should there be any problems before you have completed the application process. Make sure this contact person is the person who will be available to answer any questions that might arise during the application period as well as the period following certification when data is being reviewed and checked by the DOE. After completing the information press "Update". (If you receive an error message telling you that you have not entered an extension number and you do not have an extension number press OK.) You will be asked if you are sure you want to submit. Press OK.

Main Menu

Next appears the Exaid Main Menu:

FY 2017-18 Special Education Extraordinary Aid

04/03/2018

County: **ATLANTIC** District: **ABSECON CITY**



[Student Information Menu](#)

Look-Up Student Information

[Contact and Certification Information](#)

[Exit System](#)

Student Information Menu

Selecting “Student Information Menu” on the above main menu screen displays: Note that the “Look-Up Student Information” link is grayed out. As on all other screens, gray links will not be available until you have entered and saved data for your first student.

FY 2017-18 Special Education Extraordinary Aid

04/03/2018

County: **ATLANTIC** District: **ABSECON CITY**

[Add New Students](#)

Modify Students

Delete Students

[Main Menu](#)

If you need to add a new student, modify the data for an existing student, or delete the data entered for a student, then select the appropriate choice on the “Student Information Menu”.

Add New Students

This link displays the screen for entering student data:

*NJ Smart ID	*Last Name	*First Name	*Date of Birth (mm/dd/yyyy)	*Eligibility Criteria	Charter/Renaissance Student	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Eligibility Criteria --	Select Yes/No	
*Select an Intensive Service Provided: -- Select Intensive Service --						
If you choose 'other' explain it: <input type="text"/>						
Part A - Primary Placement Data						
(tuition and classroom costs ONLY. Do not include extraordinary one-time costs, additional support costs or related service costs in this section)						
*1st Placement Date:	Start Date:	<input type="text"/>	End Date:	<input type="text"/>		
*1st Placement Category:	-- Select 1st Placement Category --					
*1st Placement Type:	--- Select 1st Placement Type ---					
Click here f to look up County & District for APSSDS.						
Attending	County/Out of State	District/Out of State	Approved Private School			
1st Placement School:	-- Select County --	--Select District--	--- Select School---			
1st Naple Pl. Name:	<input type="text"/>			Total Contracted Days(APSSD only):	<input type="text"/>	
* Is a tuition or certified cost amount used in the calculation of this student's costs? --- Select Yes/No ---						
*1st Placement Tuition from tuition bill or your calculated classroom costs: <input type="text"/>						
% Calculation for Public Placement with Tuition		Ed. Rate	Educational Costs	Support Rate	Support Costs	Qualified Costs
Cost of 2016-17 1st Placement-->>>>		<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>
Part B - Secondary Placement Data						
(tuition and classroom costs ONLY. Do not include extraordinary one-time costs, additional support costs or related service costs in this section)						
2nd Placement Dates:	Start Date:	<input type="text"/>	End Date:	<input type="text"/>		
2nd Placement Category:	-- Select 2nd Placement Category --					
2nd Placement Type:	--- Select 2nd Placement Type ---					
Attending	County/Out of State	District/Out of State	Approved Private School			
2nd Placement School:	-- Select County --	--Select District--	--- Select School---			
2nd Naple Pl. Name:	<input type="text"/>			Total Contracted Days(APSSD only):	<input type="text"/>	
Is a tuition or certified cost amount used in the 2nd calculation of this student's costs? --- Select Yes/No ---						
2nd Placement Tuition from tuition bill or your calculated classroom costs: <input type="text"/>						
% Calculation for Public Placement with Tuition		Ed. Rate	Educational Costs	Support Rate	Support Costs	Qualified Costs
Cost of 2016-17 2nd Placement-->>>>		<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>
Part C - Additional Cost						
Additional Costs: These are costs incurred directly by the district and NOT included in classroom or tuition costs already entered above.						
Related Services:	<input type="text"/>				<input type="text"/>	
Additional Support Costs: (not tuition related)	<input type="text"/>				<input type="text"/>	
Extraordinary One Time Costs:	<input type="text"/>				<input type="text"/>	
Total Additional Cost:	<input type="text"/>				<input type="text"/>	
TOTAL QUALIFIED COST:					<input type="text"/>	

- *NJ Smart code** Enter the 10-digit assigned code # for the student.
- *Last Name** Enter the student’s last name.
- *First Name** Enter the student’s first name.
- *Date of Birth** Must be between (& including) the dates of July 1, 1996 - June 30, 2015. Enter in the format of MM/DD/YYYY.
- *Eligibility Criteria** Choose from the provided list.

**Charter/
Renaissance Student** Indicate here if the student attends a charter school.

***Intensive Service
Provided** A student applicant must receive at least one intensive service that must be required by the student’s IEP. Select one from the list of eligible services.

Note: – **If you select the final selection – “Other” you must briefly describe this other service on the line directly below.** That line is used only when you select “Other.” In order to use this option the described service must be equivalent to at least one of the existing intensive services. The cost of the service is not a measure of intensity. The level of service is what is important.

Part A - Primary Placement Data

This is where the student’s educational cost data is entered. If a child has more than one placement category during the school year, then select the placement where the student spent the most time during the school year.

Part A - Primary Placement Data					
(tuition and classroom costs ONLY. Do not include extraordinary one-time costs, additional support costs or related service costs in this section)					
*1st Placement Date:	Start Date:	<input type="text"/>	End Date:	<input type="text"/>	
*1st Placement Category:	-- Select 1st Placement Category --				
*1st Placement Type:	--- Select 1st Placement Type ---				
Click here to look up County & District for APSSDS.					
Attending	County/Out of State	District/Out of State	Approved Private School		
1st Placement School:	-- Select County --	--Select District--	--- Select School---		
1st Naple Pl. Name:	<input type="text"/>			Total Contracted Days(APSSD only):	<input type="text"/>
* Is a tuition or certified cost amount used in the calculation of this student's costs? --- Select Yes/No ---					
*1st Placement Tuition from tuition bill or your calculated classroom costs: <input type="text"/>					
% Calculation for Public Placement with Tuition	Ed. Rate	Educational Costs	Support Rate	Support Costs	Qualified Costs
Cost of 2016-17 1st Placement--->>>>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>

***Placement Date** Enter the start date and end date of the student’s placement for the 2017-2018 school year.

***Placement Category** Student’s primary placement category. Select one of the three categories in the drop-down box. This selection determines the type of allowed costs, the threshold amount and percentage of reimbursement. If

a child has more than one placement category, then select the one where the student spent the majority of time during the school year.

Depending upon the primary placement category selected, only the qualified cost amount (the amount indicated at the bottom of the form on the Total Qualified Cost line) over \$40,000 (for placement categories # 1 or # 2) or the amount over \$55,000 (for placement category # 3) of the combined placement costs are eligible for extraordinary aid reimbursement. That award amount is further reduced by either 10% (for placement category #1) or 25% (for placement categories #2 or #3). This calculation will be done later.

***Placement Type** Choose the placement type that best describes where the student is most of the time. The selection has no effect upon the Exaid award calculation. If choosing a Chapter 153 “Naples” placement, you must have documentation allowing this placement.

Placement School Choose the school or district the student attends. The dropdown menus will list districts and schools based on your selection of placement category and type. The selections are by 1) county or state, 2) district or state and, 3) name of approved private school. If you have trouble locating an approved private school in the dropdown list, click on the help link provided in the primary placement block [Click here !\[\]\(3cf084882489248c66b41ee5d191c91e_img.jpg\) to look up County & District for APSSDS](#). Access the link by clicking on the “i” highlighted in green. This displays a list of all the approved private schools for the disabled in the State. Once you locate the desired school, you can find it in the dropdowns using the county and district displayed in the list. If you still have problems locating a school, send an email to Exaid@doe.nj.gov.
Note: - If this is a non-tuition in-district student, do not choose a district. If this student attends a public-school program run by a private school, you must choose the county and district where the program is located even if it is your district.

Naples Pl. Name If this is a Naples placement you must manually enter the name of the school.

Total Contracted Days (APSSD only) For in-State approved private schools, you must enter the number of service days the contract covers. For instance, if the contract covers a full school year of 180 school days, then you would enter 180 in that space.

***Tuition Involved?** Is there a tuition involved in the cost calculation of this student’s costs? If the placement type selection is category # 3, then the answer is automatically “Yes”. If your selection is either #1 or # 2 then you must select either “Yes” or “No”. If your district pays tuition to another public school, you must answer “Yes” to this question. If classroom costs are based on a certified cost per pupil amount or other budget-based calculation of cost per pupil or if this is a cost for a private school

located in a public-school district, you must answer “Yes” to this question.

***Tuition/Classroom Costs** A cost must be entered for every student applicant. For public placements (placement category # 1 or # 2) either:

1 - If there is no tuition, then enter the total educational cost amount. These total classroom costs are calculated by adding up the prorated educational costs for each class the student attends. Do not include support costs if no tuition is paid. Support costs are added later in the process.

2- If tuition is paid, then enter the full tuition amount. This is any tuition whether paid to another public school, private school or a public-school program run by a private school, even if that program is physically located in your district.

For private placements (placement category # 3), enter the total amount of the tuition bill, plus any additional costs paid to outside vendors for educational services.

In all cases enter the amounts in whole dollars.

Educational Costs When tuition is paid to a public institution or private school running a program in a public school, then the educational costs are calculated automatically.

Support Costs If tuition is paid to a public institution or a private school running a program in a public school, then the support costs are calculated automatically.

Qualified Costs Qualified costs are automatically calculated. The amount depends upon the placement category selected.

Part B - Secondary Placement

If a student was in more than one placement during the school year, then enter data for that placement in this section. If the student was in more than two placements during the academic year, contact Exaid@doe.nj.gov and use the phrase “More than two placements” as the email subject.

Part B - Secondary Placement Data					
(tuition and classroom costs ONLY. Do not include extraordinary one-time costs, additional support costs or related service costs in this section)					
2nd Placement Dates:		Start Date:	<input type="text"/>	End Date:	<input type="text"/>
2nd Placement Category: -- Select 2nd Placement Category --					
2nd Placement Type: --- Select 2nd Placement Type ---					
Attending	County/Out of State	District/Out of State		Approved Private School	
2nd Placement School:	-- Select County --	--Select District--	--- Select School---		
2nd Naple Pl. Name:				Total Contracted Days(APSSD only):	
				<input type="text"/>	
Is a tuition or certified cost amount used in the 2nd calculation of this student's costs? --- Select Yes/No ---					
2nd Placement Tuition from tuition bill or your calculated classroom costs:					
<input type="text"/>					
% Calculation for Public Placement with Tuition	Ed. Rate	Educational Costs	Support Rate	Support Costs	Qualified Costs
Cost of 2016-17 2nd Placement-->>>>	<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>

Part C - Additional Cost

In this section enter any related service, additional support and extraordinary one-time costs not already included above. On the Welcome page, there is a link to an “Additional Costs Worksheet.” Use this worksheet to calculate eligible costs beyond tuition, classroom or any other allowed cost not already included in the costs for a specific placement but paid for directly by the district of residence for a special education student. This includes costs paid to the provider of the services or paid to another public school or a private school when the services are billed separately from tuition.

Part C - Additional Cost	
Additional Costs: These are costs incurred directly by the district and NOT included in classroom or tuition costs already entered above.	
Related Services:	<input type="text"/>
Additional Support Costs: (not tuition related)	<input type="text"/>
Extraordinary One Time Costs:	<input type="text"/>
Total Additional Cost:	<input type="text"/>
TOTAL QUALIFIED COST:	<input type="text"/>

The three cost types entered here are:

- 1. Related service costs.** Purchased professional, technical and other services for fulfilling the services required in the student's IEP. These may include amounts paid for counseling, occupational, speech, physical therapy, as well as personal aides. Services may be provided by district staff or by outside vendors. Residential costs billed separately or broken out in the bill from tuition are also entered here.
- 2. Additional support costs.** If tuition was paid but the district paid support costs (as described in Appendix B) above what was included in the tuition or this is an in-district student and you want to itemize support costs, you may enter these costs for this applicant here.

- 3. Extraordinary-one-time costs.** These are costs to provide one time services for the student. For example, a health situation required short term unexpected applicable costs beyond the student's written IEP.

Samples of brief descriptions for each of the three sections might look like this:

Related Services:	1:1 Aide \$40,000, OT \$15,000, Nurse \$35,000, Residential cost (separate from tuition) \$45,000
Additional Support Costs:	Support Cost from Table \$6,354
Extraordinary One Time Costs	Extended School Year (not in tuition above) \$3,500 Assistive device (name of device) \$650.00

If you need to enter costs here, enter the total for each section in the corresponding block at the right. In the text block write a brief description or list of the items included in the worksheet.

Modify Students

Clicking on “Modify Students” displays the screen for listing the students in any order. Selecting a student name displays the main student data input screen.

Student Information: Modification Page

Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.

Last Name: The Primary EXAID Placement Category:

List all students in Alpha Order : Search Message: Today's updates:

[Student Menu](#)

NJ Smart ID	Student	Eligibility Criteria	Qualified EXAID Costs	Primary Placement Category	Tuition Involved Cost?

You must click the ‘Student List’ button for the list of students to appear.

Student Information: Modification Page

Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.

Last Name: The Primary EXAID Placement Category:

List all students in Alpha Order : Search Message: Today's updates:

[Student Menu](#)

NJ Smart ID	Student	Eligibility Criteria	Qualified EXAID Costs	Primary Placement Category	Tuition Involved Cost?
1598524563	Jones, John	Mild Cognitive Impairment	99,360	1	Y

Selecting a student’s name displays a screen where you can edit any of the data previously entered for a student. The difference between this and the “New Student” screen is the option buttons at the bottom below the total qualified costs which will now read:

TOTAL QUALIFIED COST:	47731
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
<input type="button" value="Delete"/>	<input type="button" value="Student Menu"/>

Update – Updates the current application.

Cancel – Cancel changes, keep application as it was.

Delete – Delete the current application.

Student Menu – returns you to Student Menu screen.

Delete Students

Selecting “Delete Students” displays a listing of existing student applications. There is a check box available for deleting one or more applications.

County: ATLANTIC District: ABSECON CITY

Check the box to delete unapproved students

NJ Smart ID	Student	Eligibility Criteria	Qualified EXAID Costs	Primary Placement Category	Tuition Involved Cost?	Delete ?
1598524563	Jones, John	Mild Cognitive Impairment	99,360	1	Y	<input type="checkbox"/>

[Student Menu](#) [Delete Confirm](#)

Look-Up Student Information

This link on the Main Menu displays a screen to look up and print a list of all students or an individual student by ‘Last Name’ and or by ‘The Primary Exaid Placement Category’.

Click on the “Search” button or “Student List” button for Look up.

County: ATLANTIC District: ABSECON CITY

Student Enrollment Information: Search Page

Search Engine: Select a field(s) and hit "Search" or click "Student List" to list all students, or click on "Today" to list today's updates.

Last Name: The Primary EXAID Placement Category:

List all students in Alpha Order: Search Result Message: [Print Results](#)

NJ Smart ID	Student	Eligibility Criteria	Qualified EXAID Costs	Primary Placement Category	Tuition Involved Cost?
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A district can access the full data for individual students after the application closes. You can now access a non-editable copy of an individual student’s application through the “Look-Up Student Information” menu. As before, you can display a summary list of all students. There is now an active link to a non-editable copy of the student’s application that can be printed. The link is accessed by clicking on the student’s name.

Certification

Once all student applications have been entered, return to the Main Menu and click on “Contact and Certification Information”. The Contact Person Information must be completed on this screen before submitting your applications.

Please note that the Exaid applications must be certified by a district’s chief administrator. This can be the Superintendent, the Business Administrator, or the Director of Special Services. The chief administrator is ultimately responsible for the accuracy of the applications.

The certifying officer must log in separately to perform the certification. That person is not necessarily the individual entering the information. Complete the certification process by checking the box next to the certification message and then clicking the “Save” button. (Note if you receive an error message telling you that you have not entered an extension number and

you do not have an extension number press OK.) You will be asked if you are sure you want to submit. Press OK.

The screenshot shows a web application interface for certification. At the top, it displays "County: 01 - ATLANTIC" and "District: 0010 - ABSECON CITY". The main heading is "Certification". Below this, there are input fields for "Title" (Superintendent), "Last Name" (Doe), and "First Name" (John). A checkbox is checked, and a text block reads: "In accordance with NJSA 18A:7F-55 and N.J.A.C. 6A:23A, I certify that the foregoing information is true and complete to the best of my knowledge and belief, and understand that any willfully false information is sufficient cause for the rejection of this application or, if reimbursement has been awarded, for the repayment of the funds. I further agree that I will comply with all reasonable and necessary requests for revision or amendment to the application." A modal dialog box titled "Message from webpage" is overlaid on the form, containing a warning icon and the text: "Do you want to certify your application(s)? Click 'OK' and then click 'Save' to certify your application(s)." Below the dialog, the form continues with fields for "Last Name" (Doe), "Email Address" (jdoe), "Phone Number (000-000-0000)" (609-777-1234), and "EXT." (6). At the bottom of the form, there are two buttons: "Save" and "Main Menu".

Please Do Not Forget to Complete This Screen

The screen serves as a statement of assurance that the applications submitted are accurate and gives the department a contact point for questions about the applications.

Click 'OK' and Click 'Save' to complete the Certification.

After certifying your applications, a screen appears letting you know that the process is complete. Print that screen for your records.

County: 01 -ATLANTIC		District: 0010 -ABSECON CITY	
Certification			
Title: Superintendent	Last Name: Doe	First Name: John	
<input checked="" type="checkbox"/> In accordance with NJSA 18A:7F-55 and N.J.A.C. 6A:23A, I certify that the foregoing information is true and complete to the best of my knowledge and belief, and understand that any willfully false information is sufficient cause for the rejection of this application or, if reimbursement has been awarded, for the repayment of the funds. I further agree that I will comply with all reasonable and necessary requests for revision or amendment to the application.			
I have submitted 1 application(s) and completed the certification on 04/15/2016.			
<input type="button" value="Please print this page for your record"/>		<input type="button" value="Main Menu"/>	

You can utilize Exaid at any time to review, add, or delete applications during the open enrollment period.

If, after the Exaid on-line application is closed, you need to retract or make a significant reduction in an application for any reason, you must send us an email or written notification. A district cannot modify the Exaid application once it closes.

What Is Your District's Award?

Nowhere in the application screen process does Exaid calculate your district award!

A district can estimate its Exaid award (less any proration for insufficient funding by the legislature) outside of Exaid. The award calculation method is shown in the FAQ's section under question # 1.3. It is also shown above in this manual under Determining the Exaid Awards, paragraphs (1) through (4).

1. Use the student List screen to get the qualifying Exaid amounts.
2. Remember to deduct either the \$40,000 or \$55,000 amounts for each student depending upon 1st placement category shown.
3. Note that only 90% or 75% of these costs are used. Again, this depends upon the 1st placement category selected.

If the allocation in the State Budget is not sufficient to fund the full awards for all districts, the final awards will be prorated to keep the total awards within the limits of the State Budget.

Questions?

Please review the FAQ's (frequently asked questions) section. If you still have questions, then send us an email.

Email: Exaid@doe.nj.gov

Mailing Address:

New Jersey Department of Education
Attn: Exaid, Office of School Finance, 1st Floor
100 Riverview Plaza
PO Box 500
Trenton, NJ 08625-0500

A district must email us all questions – that way both you and the Department have a record of the issue involved.

Appendix A Placement Category and Type Descriptions

For each applicant, select the appropriate placement category (the ones below that are numbered 1 thru 3.) Then select the appropriate placement type (the bullet points under each category) for the student. Remember that the placement category affects the award amount and the type of costs that will be accepted for each student application.

Placement category 1: The applicant is in a district public school program with non-disabled peers.

1. In a public-school district program with non-disabled peers run by a public school.
2. In a public-school district program with non-disabled peers run by a private school.
3. In special ed classes but in daily contact with non-disabled peers during the school day.

*These programs may have classified students in separate classrooms but these students do come into daily contact and interact with their non-disabled peers during the school day.

Placement category 2: The applicant is in a separate public school for only students with disabilities.

1. Student placed in a public-school building serving only pupils with disabilities**.
2. Home Instruction pursuant to N.J.A.C. 6A:14-4.8

**These programs are operated by CSSD's, ESC's, RDS's, Public College-Operated programs, Jointure Commissions, and/or are in a separate school building within a public-school district established for students with disabilities only.

Placement category 3: The applicant is in a separate private school for students with disabilities.

1. Approved NJ private day school for students with disabilities
2. Approved out-of-state private day school for students with disabilities
3. Approved NJ private residential school
4. Approved out-of-state private residential school
5. Approved Chapter 152 placement (Naples) approved by commissioner
6. Approved Chapter 152 placement (Naples) court-ordered placement
7. Approved Chapter 152 placement (Naples) placed by decision of Administrative Judge

To be eligible for Exaid under 1 – 4 above, a student must be in a currently Approved Private School for Students with Disabilities. Check the current lists by checking the resources provided at the [DOE's Special Education](#) page.

A school on the list of Approved Private Schools for Students with Disabilities can lose its approval status. A district must verify the school's status. If you believe that a school is incorrectly missing from a list, contact the Office of Special Education at (609)376-9060.

To be eligible for Exaid under 5 – 7 above A student must be in a placement that meets the criteria contained in NJSA 18A:46-14h (see Appendix C.)

A private placement resulting from an agreement between a school district and a parent or guardian that does not fit in one of the above groups does not qualify for Exaid.

Appendix B Support Cost Descriptions

The description is from the Taxpayers' Guide to Education Spending – Indicator 6. It also shows the rules for using support costs in the Exaid application.

Costs that are considered as support costs in the guide are also considered support costs for extraordinary aid.

Indicator 6 - Total Support Services

This indicator includes expenditures considered to be student support services under the National Center for Education Statistics (NCES) definition - services supplemental to the teaching process that are designed to assess and improve students' well-being. It also includes expenditures for activities associated with assisting the instructional staff with the content and process of providing learning experiences. Attendance, social work, health and guidance services, educational media/school library services and child study team services are student support services under the NCES definition. This area also includes the costs associated with physical and mental health services that are not direct instruction, but are nevertheless provided to students, such as supervision of health services, health appraisal (including screening for vision, communicable diseases, and hearing deficiencies), screening for psychiatric services, periodic health examinations, emergency injury and illness care, dental services, nursing services and communications with parents and medical officials. Also included are the expenditures of the guidance office, including counseling, record maintenance, and placement services as well as the costs of the child study team members related to the development and evaluation of student individualized education programs (IEPs). Services provided as required by an IEP are considered instructional costs and are included in the appropriate classroom instruction indicators. Also included here are the school library services, audiovisual services, educational television services, and computer assisted instruction services. The actual provision of computer assisted instruction is considered classroom instruction. Total support services would include the full-time, part-time and prorated salaries and allocated benefits of all employees performing the activities, both professional and administrative, as well as amounts paid to non-district personnel performing those services. Benefits are applied as a direct allocation or as a percentage of salaries, and the calculation of that ratio of benefits to total salaries is shown as a separate indicator in this document. Other expenditures included under Total Support Services include the costs for improvement of instruction services and staff training, as well as expenditures for the following supplies and materials: curricular books and periodicals, films, filmstrips, transparencies, tapes, TV programs, tape recordings, videos, CDs, software, reference books, general use books and periodicals for use by staff but not for classroom instruction, and forms, office supplies, and other supplies used to perform these functions. The cost of binding or other repairs to school library books is included here. Total support services would also include the rental or lease purchase of equipment related to these services and the travel of these staff as well as the costs of their dues and fees for membership in professional or other organizations. Excluded are amounts paid for residential costs associated with out of district student placements.

Support Costs Used for In-District Applications

Please note that Exaid is an application for an individual student.

A district can elect to use the per pupil average rate for the district as an additional cost above the calculated educational costs for all the in-district applications.

or

A district can calculate a specific amount for an individual student. If the support cost applied for an individual student goes beyond the average amount, then the district must justify and support the methodology used to calculate the increased amount in any subsequent audit.

Support Costs in Out-of-District Applications

The tuition paid for an individual student includes a support cost component from the district or the institution providing services. Therefore, a district cannot also include the complete support cost component for the district.

Administrative costs, such as bill accounting & processing, cannot be considered an Exaid allowable expense.

However, there can be support costs at a district level that may apply even for a student who is sent out of district. For example, your district sends a student to another district and pays that district tuition for the services it provides. But your district may be wholly responsible to create and maintain this student's IEP. These are allowable support costs that you can apply for if they can be shown to be directly attributable to the student for which the application is being made.

Appendix C Placement in a non-approved school.

18A:46-14 Enumeration of facilities and programs.

h. Individual instruction at home or in school whenever in the judgment of the board of education with the consent of the commissioner it is impracticable to provide a suitable special education program for a child pursuant to subsection a., b., c., d., e., f. or g. otherwise.

Whenever a child study team determines that a suitable special education program for a child cannot be provided pursuant to subsection a., b., c., d., e., f., g. or h. of this section, and that the most appropriate placement for that child is in an academic program in an accredited nonpublic school within the State or, to meet particular circumstances, in any other state in the United States, the services of which are nonsectarian, and which is not specifically approved for the education of handicapped pupils, that child may be placed in that academic program by the board of education, with the consent of the commissioner, or by order of a court of competent jurisdiction. An academic program which meets the requirements of the child's Individual Education Plan as determined by the child study team and which provides the child with a thorough and efficient education, shall be considered an approved placement for the purposes of chapter 46 of this Title, and the board of education shall be entitled to receive State aid for that child as provided pursuant to P.L.2007, c.260 (C.18A:7F-43 et al.), and all other pertinent statutes.

Explanation:

Essentially 18A:46-14-h sets out the conditions under which a district may place a classified child in a school that has not been preapproved by the Department of Education. There are four essential criteria that must be met:

1. child study team
 - a. determines that a suitable special education program for a child cannot be provided;
 - b. identifies the most appropriate placement for that child is an academic program in a nonpublic school within the State or, in any other state in the United States, and
 - c. determines that the identified program meets the requirements of the child's Individual Education Plan.
2. the identified placement is an accredited nonpublic school
3. the services of (the placement) are nonsectarian and
4. the placement is approved by the board of education
 - a. with the consent of the Commissioner, or
 - b. by order of a court of competent jurisdiction.

A court of competent jurisdiction includes both court orders requiring the initial placement as well as agreements approved by an Administrative Law Judge. Note that a court order alone does not qualify cost for Exaid when the placement does not meet the other criteria as well.

All criteria must be met for the placement to be eligible for Exaid.