

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

User Manual

Application
for
Special Education Extraordinary Aid

For Costs in Fiscal Year 2019-2020

July 1, 2019 - June 30, 2020

(Revised as of 4-21-2020)

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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, and assists districts with students that have high educational costs.

Public school districts can now apply for Exaid for the 2019-2020 school year. Pursuant to P.L. 2001, Chapter 356, the Exaid application is available on-line at the [Homerom](#). Instructions for Homerom Administrators for establishing user accounts for on-line applications are available in the [Homerom 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 2019-2020 school year. This manual will assist the School Districts in understanding the important parts of the application process which include:

- i) determining if the student satisfies the requirements for placement in the Exaid program
- ii) identifying correctly the placement category and the applicable costs for the student in determining the Exaid award as defined in statute
- iii) completing the online Exaid application for each eligible student, and
- iv) correctly accounting for the State aid awarded for Exaid costs

Issues regarding specific issues and choices districts may face in completing the application correctly are addressed in the Frequently Asked Questions (FAQ) document. References to the FAQ occur throughout this manual. If you have any questions, you should check the FAQ before you send an email as your question may already be addressed and email response may be slow during the application period.

Mandatory Rules to the EXAID Application

1. 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. To clarify, the student **MUST** have an IEP and the IEP **MUST** require at least one intensive service. If there is no IEP, the student **WILL NOT QUALIFY**. If there is no qualifying intensive service, the student **WILL NOT QUALIFY**. Please see the FAQ 1.1 for a discussion of intensive services.
2. Each applicant student must be enrolled in the district. A child must be either a) attending in the district and on the district's register or b) attending an approved placement outside of the district..
3. The child must be between the age of 3 and 21, which corresponds to birthdates between July 1, 1998 through June 30, 2017.
4. 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 (Individualized Education Plan) 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.

Determining the Exaid Awards

Applicable costs for Exaid are defined in statute. Tuition is defined as the cost to provide the educational services called for in the student's IEP. A district's extraordinary aid is based on the student's placement category and the type of eligible educational costs defined for it. There are three broad 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.

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.

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 which the costs were incurred. (The State Budget for 2020-2021 contains the appropriation for Exaid covering the 2019-2020 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.

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.

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 2019-2020 Exaid revenue from the June 30, 2020 excess surplus calculation if the district can clearly document under audit that it did not budget this additional aid during the 2019-2020 fiscal year for which an application was filed.

EXAID Application Documentation Checklist

1. Basic data
 - School register.
 - Student's IEP
 - The most recent certified tuition letter which shows the certified costs per pupil for tuition adjustment. This is your primary source for tuition information for in-district special education students.
 - Contracts, receipts and bills for any contracted services provided to the student.
 - If you are calculating classroom costs;
 - Salary and benefit information for classroom staff in each class the student attends
 - If you choose to calculate support costs rather than using the average form the *"Support Cost Averages by County and District"* table, you

need to document the costs attributable to the class(es) (See FAQ 3.10 and 3.11 for more information on support costs)

2. Students sent out of district to other instate districts or approved private schools
 - The tuition contract
 - The invoices received from the out of district placement
 - Proof of payment, which can be the vendor analysis for each placement
3. Students sent out of district to non-approved schools
 - The tuition contract
 - Evidence of Naples approval
 - The court order requiring the placement,
 - The decision of the administrative law judge with the approved agreement, or
 - A copy of the Commissioner's Approval letter for the current year, if a new placement, or a copy of the original Commissioner's Approval letter and a copy of the Continuing Placement documentation, if the approval letter is from a prior year.

Recent Changes and Notes

1. **ESY. Extend School Year** (See FAQ 3.8) ESY will no longer be entered under additional costs. A third placement section and a new category 3 placement type have been added to accommodate even unusual ESY placements. If the ESY is part of a continuous placement covered by one tuition or cost calculation, it should be entered in that placement.

Examples:

- a. Student began attending ESY on 07/03/2019 at an in-district program and was in-district for the start of the regular school until 11/01/2019. The student was then placed in an approved private school from 11/03/2019 through 06/26/2020.
 - i. The private placement would go in Part A with a start date of 11/03/2019 and an end date of 06/26/2020.
 - ii. The costs for the in-district placement would be entered in Part B with a start date of 07/03/2019 and an end date of 11/01/2019.
- b. Student attended an ESY program in a neighboring public-school district from 07/03/2019 through 08/30/2019 and attended your in-district program from 09/02/2019 through 06/26/2020.
 - i. The in-district placement would be entered in Part A with a start date of 09/02/2019 and an end date of 06/26/2020
 - ii. The ESY placement would be entered in Part B with a start date of 07/03/2019 and an end date of 08/30/2019

- c. Student attended in-district programs all year with a tuition being used for the regular school year and classroom costs for the ESY
 - i. The regular school year is entered in Part A and
 - ii. The ESY in Part B.
- 2. Out-of-County Fees Now Allowable.** (See FAQ 3.16) Out of County fees paid when sending a student to a county based public school outside of the home county will now be an allowable cost. The amount should be added to the tuition cost in the placement (Part A,B or C)
- 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. Contact Information Required.** Beginning this year, you must complete the contact information before entering student data. Your entries will be monitored in an ongoing process. Notices regarding any errors detected will be sent to email entered on the contact page. The district is responsible for entering accurate information. Failure to enter an accurate email could lead to an error disqualifying an application.

How to Apply

The on-line application will be available on April 28, 2020. All applications must be submitted by May 26, 2020. The notifications of reimbursement amounts will be released following [an appropriation by the Legislature](#). The awards cannot be announced before [an appropriation is made](#) 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 [the Exaid start page](#)

- 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 start page](#).

- 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. However, districts will be able to access their applications at least through the end of Decemeber following th ened of the application year.
- 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. All email correspondence with the Dept. Of Education regarding the proper reporting of a students expenses must be maintained for future audit purposes.

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.

Accessing the Application

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

Welcome to the NJDOE Homeroom

Important Information PLEASE READ!

Homeroom Administrator Account information (form that was faxed to the NJDOE) only provides access to the Homeroom Administration System. To access any of the Data Collection Systems you need to have your district's Homeroom Administrator create a user account for those systems.

TO CHANGE HOMEROOM ADMINISTRATORS FOR YOUR DISTRICT PLEASE FILL OUT THE [CHANGE HOMEROOM ADMINISTRATOR FORM](#)

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	News of The Day April 3, 2018
Homeroom Administrator Manual	Homeroom Administrators! Please read the Manual before you enter the site	
ADDL	Ch 192-193 Funding Statement and Additional Funding Request	DOEIT Tech Support Homeroom Administrator Manual Change Homeroom Administrator Form Homeroom Administrators (complete list)
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	Active Systems ADDL AchieveNJ Data AchieveNJ Annual Evaluation Survey ASPS NEW ASSA Bilingual Budget CDS CAFR Repository CHE CSSD CTE Re-approval CTE(Secondary and Adult) CTEDMS DSDC edConnectNJ EEDS Early Childhood ESEA-NCLB Allocation Notices EWEG EXAID FICA HIB Grades HIB Grades Report Indirect Cost Rate Notification Indicator 13 NEW NonPublic Enrollment NPCR
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	IIS 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	

Figure 1

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

EXAID Support Documents

Begin by reviewing the documents found on the Welcome page:

[Enter](#)

Documentation	
Support Cost Averages by County and District	(PDF)
Additional Costs Worksheet	(Excel)
Chapter 152 Naples Placement Instructions and Forms	(PDF)
Frequently Asked Questions	(PDF)
User Manual	(PDF)

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

Figure 2

- 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. Chapter 152 Naples Placement Instructions and Forms.** This document contains information and forms you may need to document a placement in a non-approved school. For more detail see FAQ 1.6.
- 4. 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.
- 5. 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 the login page:

FY 2019-20 Special Education Extraordinary Aid
CSSD, ESC, Voc are not eligible for this project.
Resident district must file applications on behalf of charters schools.

EXAID Applications must be submitted by May 26, 2020

Districts must deduct SEMI funds received for all EXAID applications.

SEMI funds data may be accessed early May through the EasyTrac system by going to the

> Reporting tab then the >Students tab and selecting 'Student extract of district reimbursements as of April.'

District ID:
User ID:
Password:

Login

Cancel

Figure 3

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. The login page also contains reminders of items addressed in more detail elsewhere in this document and the FAQ.

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. These criteria are discussed elsewhere in this manual and in the FAQ.

Eligibility Criteria for Extraordinary Aid:

- The student's birthday must be between 07/01/1998 and 06/30/2017.
- 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.

Figure 4

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

STATUS: NOT CERTIFIED

Certification

Title: Last Name: First Name:

The check box below must be checked for your extraordinary aid applications to be considered complete and certified. Unchecking the box and then saving removes the certification.

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: First Name:

Email Address:

Phone Number (000-000-0000): Ext:

Figure 5

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:

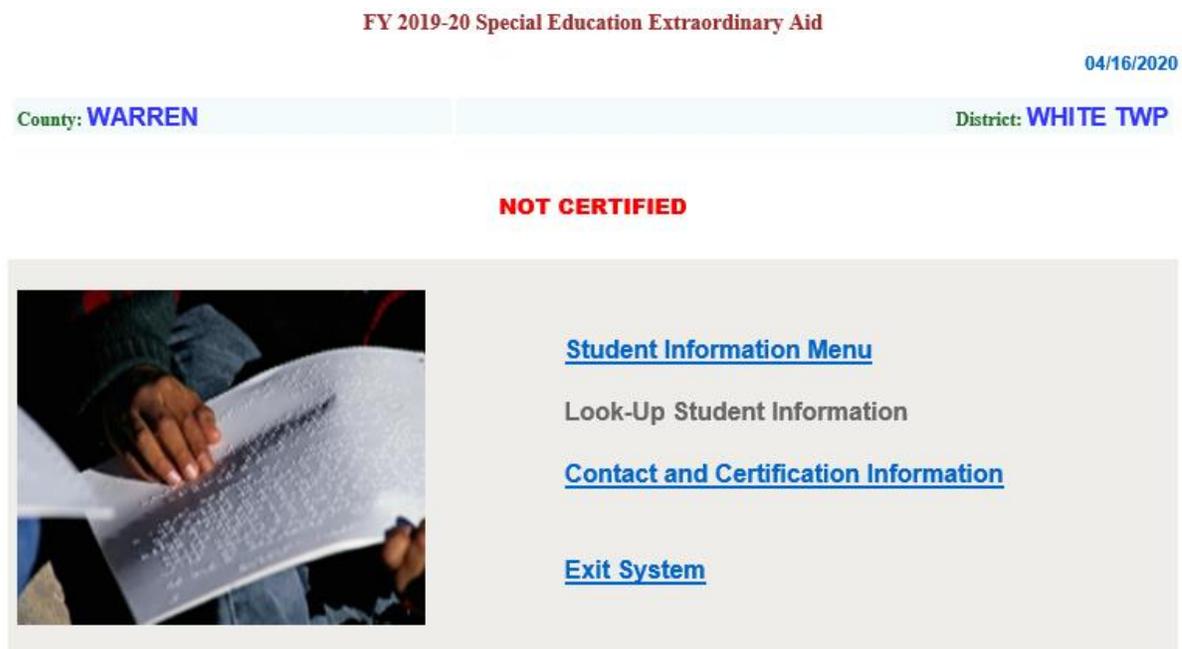


Figure 6

As you add students menu items may be added to indicate that there are issues regarding one or more of your applications.



Figure 7

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.



Figure 8

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:

04/18/2020

County: WARREN New Student Enrollment Information District: WHITE TWP

*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) (ESY tuition or classroom costs must be included in one of the placements in Part A, B, or C. It can be reported as a separate placement in Part B or C if necessary.)						
*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 E 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 2019-20 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) (ESY tuition or classroom costs must be included in one of the placements in Part A, B, or C. It can be reported as a separate placement in Part B or C if necessary.)						
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 2019-20 2nd Placement-->>>>		<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>
Part C - Third Placement Data						
(tuition and classroom costs ONLY. Do not include extraordinary one-time costs, additional support costs or related service costs in this section) (ESY tuition or classroom costs must be included in one of the placements in Part A, B, or C. It can be reported as a separate placement in Part B or C if necessary.)						
3rd Placement Dates:		Start Date:	<input type="text"/>	End Date:	<input type="text"/>	
3rd Placement Category: -- Select 3rd Placement Category --						
3rd Placement Type: -- Select 3rd Placement Type --						
Attending	County/Out of State	District/Out of State	Approved Private School			
3rd Placement School:	-- Select County --	-- Select District --	--- Select School ---			
3rd Naple Pl. Name:		<input type="text"/>		Total Contracted Days(APSSD only): <input type="text"/>		
Is a tuition or certified cost amount used in the 3rd calculation of this student's costs? -- Select Yes/No --						
3rd 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 2019-20 3rd Placement-->>>>		<input type="text"/> %	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>
Part D - Additional Cost						
Additional Costs: These are costs incurred directly by the district and NOT included in classroom or tuition costs already entered above.						
Not eligible: Transportation services, including equipment & transportation aides are not eligible costs.						
Not eligible: If you reported tuition in the placement(s) above then 'support cost average' is included above and should not be reported below.						
Note about ESY: Do not report Extended School Year tuition or classroom costs below. ESY tuition or classroom costs must be included in one of the placements in Part A, B, or C. It can be reported as a separate placement in Part B or C if necessary.						
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"/>	
Deductions from costs (student specific grants such as SEMI Medicaid Reimbursement):	<input type="text"/>				<input type="text"/>	
Total Additional Cost:	<input type="text"/>				<input type="text"/>	
TOTAL QUALIFIED COST:					<input type="text"/>	

Figure 9

- *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, 1998 - June 30, 2017. 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. (See FAQ 1.1)

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 category in which 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"/>

Figure 10

***Placement Date** Enter the start date and end date of placement being entered in this section. These are the actual scheduled attendance start and end dates not the start and end dates of the fiscal or school year. If the student began the placement on 07/05/2019, that is the placement start date, not 07/01/2019. Likewise if the last day of class for this placement is scheduled for 06/15/2020, that is the end date, not 06/30/2020.

***Placement Category** (See FAQ 2.5) 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** (See FAQ 2.5) 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 (See FAQ 1.6).

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 !\[\]\(0d12326490dcf2fb15b925ccac8d3f27_img.jpg\) to look up County & District for APSSDS.](#)

Figure 11

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. (See FAQ 3.6)

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. (See FAQ 3.11)

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

Part B and Part C- Secondary Placements

If a student was in more than one placement during the school year, then enter data for those placements in section B or C. If the student was in more than three placements during the academic year, contact Exaid@doe.nj.gov and use the phrase “More than three 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:	<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"/>

Figure 12

Part D - Additional Cost

In this section enter any related service, additional support and extraordinary one-time costs not already included above in tuitions or classroom costs. 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 D - Additional Cost	
Additional Costs: These are costs incurred directly by the district and NOT included in classroom or tuition costs already entered above.	
Not eligible: Transportation services, including equipment & transportation aides are not eligible costs.	
Not eligible: If you reported tuition in the placement(s) above then 'support cost average' is included above and should not be reported below.	
Note about ESY: Do not report Extended School Year tuition or classroom costs below. ESY tuition or classroom costs must be included in one of the placements in Part A, B, or C. It can be reported as a separate placement in Part B or C if necessary.	
Related Services:	<input type="text"/>
Additional Support Costs: (not tuition related)	<input type="text"/>
Extraordinary One Time Costs:	<input type="text"/>
Deductions from costs (student specific grants such as SEMI Medicaid Reimbursement):	<input type="text"/>
Total Additional Cost:	<input type="text"/>
TOTAL QUALIFIED COST:	<input type="text"/>

Figure 13

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. (See FAQ 1.1 and 3.9)
- 2. Additional support costs.** If tuition was paid but the district paid support costs (See FAQ 3.11) outside of 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. If this is an in-district student and you have used tuition as the placement cost, you may not itemize support costs as they are already included in the tuition.
- 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:

Table 1

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	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?

Figure 14

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

Figure 15

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

Figure 16

- 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"/>

Figure 17

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?
-------------	---------	----------------------	-----------------------	----------------------------	------------------------

Figure 18

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.

DOE Questions

Any issues discovered during the DOE review of your submissions will be raised either here or in the next section (Upload Documentation.) You must satisfactorily address any DOE questions before you can certify your applications and before funding can be generated. To reply to a question, please click on the

student's name, type the response and then Save. To revise the student's EXAID application, please click on the Main Menu, then Student Information Menu and the Modify Students link.

Print List

NJ Smart ID	Student	DOE Question	District Response	District Response Complete	DOE Reviewed (Issue Resolved)
9874563210	middle_child	You have included a cost for a transportation aide. Transportation costs are not allowed in EXAID. Please remove that cost from the application.		Not answered yet	Pending
9874563210	middle_child	You have included a transportation cost.		Not answered yet	Pending

Figure 19

Upload Documentation (pdf only)

Should any of your entries require additional documentation, the request will appear here. You must provide this documentation before you can certify your applications and before funding can be generated. To reply to a question, please click on the student's name, type the response and then Save. To revise the student's EXAID application, please click on the Main Menu, then Student Information Menu and the Modify Students link.

Print List

NJ Smart ID	Student	Required Document	Uploaded Document	Delete File	DOE Review	DOE Notes
1213213213	asdfa_fasdf	Court Order or Settlement Agreement with the decision of an administrative law judge for this placement for the 2019-20 School Year	No file Uploaded			
1213213213	asdfa_fasdf	Certification of Nonsectarian Naples Placement for the 2019-20 School Year	No file Uploaded			
1213213213	asdfa_fasdf	Pages from IEP that demonstrate required equivalent to Intensive Service for the 2019-20 School Year	No file Uploaded			

Figure 20

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-based certification form. At the top, it displays 'County: 01 - ATLANTIC' and 'District: 0010 - ABSECON CITY'. The form is titled 'Certification'. It includes a dropdown menu for 'Title' set to 'Superintendent', and text input fields for 'Last Name: Doe' and 'First Name: John'. A certification statement is present with a checked 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.' Below this, there are input fields for 'Last Name: Doe', 'Email Address: jdoe', and 'Phone Number (000-000-0000): 609-777-1234'. 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).'. The dialog has an 'OK' button. At the bottom of the form, there are 'Save' and 'Main Menu' buttons.

Figure 21

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.

[Print this page](#) 04/15/2016

County: **01 -ATLANTIC** District: **0010 -ABSECON CITY**

Certification

Title: Superintendent	Last Name: Doe	First Name: John
-----------------------	----------------	------------------

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.

[Please print this page for your record](#) [Main Menu](#)

Figure 22

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.