

**2018-2019 Special Education Extraordinary Aid**  
**Frequently Asked Questions**  
**(Revised 5-7-2019)**

**Contents**

2018-2019 Special Education Extraordinary Aid..... 1

Frequently Asked Questions..... 1

    Section 1: Special Education Extraordinary Aid Requirements..... 3

        1.1 What is Special Education Extraordinary Aid? ..... 3

        1.2 Which students with disabilities are eligible for Exaid?..... 3

        1.3 How is the Exaid amount determined? ..... 3

        1.4 What is a ‘separate private school’ in category 3? ..... 4

        1.5 Eligibility requirements for private placements..... 4

        1.5a Eligibility requirements for private placements in a non-approved school ..... 5

        1.6 Which intensive services mandated by a special education child’s Individualized Education Program (IEP) will qualify that student for extraordinary aid?..... 5

        1.7 What about any ‘job skills’ or ‘job training’ services the student is being given?..... 7

    Section II: Exaid Application Process ..... 8

        2.1 How does the district apply for Exaid?..... 8

        2.2 How does the district establish an account to access the Department of Education web applications?8

        2.3 Which school districts may apply for Exaid? ..... 8

        2.4 Can a Charter or Renaissance school apply? ..... 8

        2.5 Where in the Exaid application are the placement types? ..... 8

        2.6 What if the student changes placement types during the school year?..... 9

        2.7 What if a student ends up in all 3 placement categories during the year? ..... 10

        2.8 How is the application finalized?..... 10

        2.9 What do I do, if I cannot find an Approved Private School for the Disabled in the dropdown list?.. 10

        2.10 What do I do, if I forgot to print a student’s application?..... 10

    Section III: Fiscal Considerations..... 11

        3.1 What if my district uses another grant to pay for some Exaid expenses? Can I still claim those expenses? ..... 11

        3.2 Do I Need to Deduct Semi Reimbursement from My Extraordinary Aid Application? ..... 11

        3.3 What about ‘IDEA’ funded costs?..... 12

        3.4 What is included in the eligible costs for Exaid?..... 12

        3.5 Which costs are not eligible? ..... 12

        3.6 What are the in-classroom educational costs for in-district students?..... 13

3.7 Do labor costs include labor overhead? .....	13
3.8 What about Extended School Year (ESY) programs? .....	13
3.9 What if related services are billed separately? .....	14
3.10 What is a support cost? .....	14
3.11 How do we determine the support costs to use in the application? .....	14
3.12 What if the agency, district or school submitting the bill is not on the list?.....	14
3.13 Can I apply for costs incurred in the previous years? .....	14
3.14 What about students in State Facilities & institutions such as Katzenbach? .....	15
3.15 What is the placement category of: Lake Drive School of Mountain Lakes, YCS at Fort Lee and George Washington, University Behavioral Health, college-run schools like Douglass Developmental, and UMDNJ's Greenhouse Nursery? .....	15
3.16 Are out-of-county fees an allowable tuition expense?.....	16
3.17 What happens if the costs change after the district has applied? .....	16
3.18 Do I submit the application indicating the full year tuition although the student will only be placed for part of the school year? .....	16
3.19 What happens if, during an audit, the costs are determined to be different from the costs used in the application? .....	16
3.20 What happens if the child leaves the district after I've applied? .....	16
3.21 Does the district need a Board resolution to apply? .....	16
3.22 What documentation must I send to the Department of Education? .....	17
3.23 What documentation must be maintained at the district? .....	17
3.24 When is the deadline for filing applications? .....	17
3.25 When will I be notified about the district's Extraordinary Aid award?.....	17
3.26 When can a district expect the award?.....	17
3.28 How are Exaid awards accounted for in district excess surplus calculations? .....	18

## **Section 1: Special Education Extraordinary Aid Requirements**

### **1.1 What is Special Education Extraordinary Aid?**

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 regulated by the School Funding Reform Act of 2008. Exaid is provided to assist districts with students that have high special education costs. The student must be classified and be between the ages of 3 and 21. The student's Individualized Education Program (IEP) must require the provision of one or more intensive services as specified below (FAQ # 1.5).

### **1.2 Which students with disabilities are eligible for Exaid?**

Using the birth date criteria on the introduction screen of Exaid, enrolled students born on or between the dates of July 1, 1997 and June 30, 2016 will qualify during the 2018-2019 fiscal year. These birthdates correspond to students between the ages of 3 and 21 during the fiscal year. Students with disabilities include those attending educational programs operated by or under contract with state departments and agencies. Students with disabilities who are being educated in court ordered placements, approved, appropriate Naples placements and placements in licensed, nonsectarian early childhood programs are also eligible for extraordinary aid.

### **1.3 How is the Exaid amount determined?**

The methodology for calculating the Exaid award was changed by the School Funding Reform Act of 2008. The amount of extraordinary aid is based on the placement of the special education student. Eligible districts are those where the cost of providing education for an individual student with a disability, who is provided at least one intensive service, exceeds the maximum threshold amount in a single fiscal year. The three main placement categories and maximum threshold amounts are listed below:

1. If 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, then for those direct instructional and support services costs exceeding \$40,000 a district will receive aid equal to 90% of the amount of that excess. Please note that 'in-district' is not confined solely to a resident district but to mean in a public school district.
2. If 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, then for those direct instructional and support services costs exceeding \$40,000 a district will receive aid equal to 75% of the amount of that excess.
3. If a special education student is educated in a separate private school for students with disabilities and the tuition\*\* for this student exceeds \$55,000, then for tuition costs exceeding \$55,000 a district will receive aid equal to 75% of the amount of that excess.

**\*\* NOTE:** Tuition is defined here as the cost to provide the educational services as called for in the student's IEP.

The Department considers a 'public school program' in placement categories 1 and 2 to mean a public school building or district. Category 2 generally refers to County Special Services School Districts (CSSD), Educational Services Commissions (ESC), Jointure Commissions, regional day schools, etc. These districts have schools and programs that serve only students with disabilities.

However, County Special Services School Districts (CSSD), Educational Services Commissions (ESC), Jointure Commissions, regional day schools, etc., can also be a category 1. If the student applicant attends a school or program and has some daily interaction with non-disabled peers, then this is a category 1 application. Some programs in these county wide districts may meet this criterion.

### **1.4 What is a 'separate private school' in category 3?**

A separate private school is a school approved by NJDOE to provide special education programs to public school students with disabilities in accordance with New Jersey Administrative Code 6A:14 Subchapter 7.

A listing of these schools and programs can be found at the [NJDOE Special Education Directory](#) page. The lists posted here is not all-inclusive. If you believe a school is missing from this list, please contact [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov).

### **1.5 Eligibility requirements for private placements**

To be eligible for Exaid, a student placed in a private school must be in an approved placement. This means the school must meet each of the following criteria:

- 1) The child study team must determine that the needs in the child's IEP cannot be provided through the currently approved schools or institutions.
- 2) Be approved in one of the following ways;
  - a) Currently is an Approved Private School for Students with Disabilities;
  - b) Be approved by the Commissioner of Education for the individual student;
  - c) Be a placement required by a court order, or
  - d) Be the result of a decision by an Administrative Law Judge.
- 3) Be accredited by a recognized accrediting body, and
- 4) Be Non-sectarian.

To be eligible, the approval should be obtained prior to the placement of the student in the school.

A private placement resulting from an agreement reached between a school district and a parent or guardian that does not meet one of the four preceding requirements does not qualify for Exaid.

Schools on the lists of Approved Private Schools for Students with Disabilities can lose their approval status. A district must verify that the private school has not lost its approval status. You can check the current lists at the [NJDOE Special Education Directory](#) page. If you believe that a school is incorrectly missing from a list, you should contact the Office of Special Education at [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov)

## ***1.5a Eligibility requirements for private placements in a non-approved school***

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) the child study team determines the need and identifies a placement; 2) the non-public is accredited, 3) the school is nonsectarian, and 4) the placement is approved. All criteria must be met for the placement to be eligible for Exaid.

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 that meets particular circumstances in a 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 and
  - 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 between the district, and parents or guardians approved by an Administrative Law Judge. Please note that a court order alone does not qualify cost for Exaid when the placement does not meet the other criteria as well.

To be eligible for Exaid, a student placed in a private school must be in an approved placement. This means the school must meet each of the following criteria:

## ***1.6 Which intensive services mandated by a special education child's Individualized Education Program (IEP) will qualify that student for extraordinary aid?***

To be eligible for extraordinary aid, a special education student must have an IEP that mandates one or more of the following intensive services:

- Related services, including but not limited to counseling, occupational therapy, physical therapy, speech therapy and other appropriate services for six or more hours per week. Multiple related services may be received as long as the total number of hours exceeds six hours per week.
- One-to-one instruction for 50% or more of the instructional day by a certified teacher.
- An interpreter for 50% or more of the pupil's instructional day.
- A personal aide for 50% or more of the pupil's instructional day.
- One-to-one nursing service as a related service for 50% or more of the pupil's instructional day.

- A class in which the number of pupils divided by the number of teachers and aides in the class must be three or less. This does not include pupils in special classes when the ratio arises from low enrollment or attendance.
- One or a combination of highly advanced assistive technology (AT) devices, AT services, adaptive equipment and/or training that increases, maintains, or improves the student's functional capabilities. Examples of costs include, but are not limited to, the initial purchase, staff and/or parent training, technical assistance and maintenance.

Note: An AT device or adaptive equipment that has a useful life of more than one year can be considered for Extraordinary Aid only in the first year of its operational life.

Note: Capital improvements that adapt the educational setting, for ensuring physical access, are non-allowable.

Note: An AT device used by more than one pupil is non-allowable.

- A residential placement for which the district pays both the education and residential costs in full or pays only the education day costs.
- Preschool Extended School Year requiring a minimum of 10 hours of instruction per week for 210 or more days.
- K-12 Extended School Year requiring a minimum of four hours of instruction per day for 210 or more days
- Other – high cost expenditures properly documented and not included in the above list, which are required to implement the student's IEP.

Note: If you select 'Other' as the intensive service, the application will ask for a more detailed explanation of this 'other' service. You must demonstrate that the nature of the services provided are in some way equivalent to the level of services contained in other qualifying services.

If this service is not deemed to be an intensive service, you will be informed using the email contact information you provide in the application.

**\*\*\*\*Notes**

1 - The student's IEP must require the intensive service. A service being provided that is not required by the IEP does not qualify the student as having an intensive service. Example: the IEP may call for an extended school year, but not require the necessary hours of instruction or that the year total at least 210 days. In this case the ESY is not intensive and would not qualify.

2 - An intensive service that is called for but then not actually provided does not qualify either. An IEP with a ESY of 210 days – but then the actual scheduled days of the program turns out to be 209 days – is an example of a service that does not qualify as intensive. However, if the scheduled days are greater or equal to 210 but, for reasons beyond the district's control such as illness, the child does not attend 210 days, the ESY does qualify.

3 - Job training & life skills management programs are ‘transition services’ & are not considered related services to be counted for meeting the intensive service threshold – but their costs continue to qualify.

4 - A personal aide and one-to-one instruction means what they say. A teacher with 2 students for 100% of the day is not one-to-one instruction for 50% of the time of each student. And a shared personal aide is not a personal aide, unless the aide is with one student in the morning only, and in the afternoon, is with another entirely different student.

5 - Before the 2011- 2012 school year, 10 or more hours of Applied Behavior Analysis (ABA) qualified as an intensive service. This is no longer a separate category. ABA services are now considered to be related services that can be counted as part of the 6 or more hours per week threshold.

### ***1.7 What about any ‘job skills’ or ‘job training’ services the student is being given?***

Job training & life skills management programs are ‘transition services’ and are not considered as educationally related services to be counted for meeting the intensive service threshold.

A related service is a support service required to assist a student with a disability to benefit from his educational program. It is not for services designed primarily to assist the student to function independently beyond school. Job training & life skills management services do not qualify for the Exaid intensive service criteria. But if the service is called for in the child’s IEP, then the cost of these services may be included in the total costs assuming there is another qualifying intensive service.

Questions regarding intensive services should be e-mailed to [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov). We strongly encourage the use of email in order to receive a prompt reply regarding the eligibility of a service. In addition, having a written determination of eligibility will be useful for audits conducted in subsequent years.

## **Section II: Exaid Application Process**

### **2.1 How does the district apply for Exaid?**

Applications will only be accepted on-line. The Extraordinary Aid application and instructions for completion are on-line on our secure site at the [DOE Homepage](#). Instructions for establishing user accounts for the on-line applications are available at the [DOE Data & Reports page](#). Once a district establishes a user account it can complete one on-line application for each eligible student.

### **2.2 How does the district establish an account to access the Department of Education web applications?**

In order to establish your login for Exaid, contact your district Homeroom Administrator.

### **2.3 Which school districts may apply for Exaid?**

The resident school district responsible for paying the cost of educating a student with disabilities between the ages of 3 and 21 may apply for Exaid. An eligible district must have costs that exceed the stated threshold for the education of an individual eligible student in a single fiscal year (from July 1<sup>st</sup> of one year to June 30<sup>th</sup> of the following year).

### **2.4 Can a Charter or Renaissance school apply?**

Yes. A charter or Renaissance school is not considered a LEA for state aid, but if it has educational and support expenses over the threshold, the school can apply for Exaid. The resident school district that must make the application. The funds, just like regular state aid payments, must first go to the public school district. The district then pays the charter school the amount authorized for the eligible student.

If a district is adding an application for a charter or renaissance student, it must select “Yes” for Charter/Renaissance School on the application so that we can identify these students and determine the charter school’s payment.

A school can email us at [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov) to confirm the proper entry of its students.

### **2.5 Where in the Exaid application are the placement types?**

After first selecting the appropriate placement category for a student under “1<sup>st</sup> Placement Category” in Part A – Primary Placement Data, the district must use the detailed placement type drop down menu under “1<sup>st</sup> Placement Type” to select the appropriate placement type for this student. Each placement category has its own unique set of placement types. The placement type selection does not affect the Exaid award. Specific questions concerning these placement types can be e-mailed to [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov)



## **2.6 What if the student changes placement types during the school year?**

Exaid allows a district to select up to two placement categories. The primary placement data is input in Part A while the secondary placement data is input in Part B.

If you have a student with more than two placements during one school year, contact [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov) for instructions on how to proceed.

The primary placement type is the one wherein the applicant was placed for most of the fiscal year.

The Exaid award will be determined under the rules that govern the primary placement selection. (Thresholds of \$55,000 vs. \$40,000 & percentages of 75% vs. 90%)

Depending upon the placement category selected, the placements plus related services must have at least \$40,000 of combined qualified expenses to qualify. You cannot apply if the qualified costs in combination fall below this threshold.

There are six possible combinations of placement categories:

- 1 – Categories 1 & 2 - The type of costs applied for are the same. Since the primary placement is a category 1 placement, the threshold is \$40,000 and the percentage is 90%. You enter the data for both placements' educational and support costs in both the first & second placement data entry lines.
- 2 – Categories 2 & 1 - The type of costs applied for are the same. Since the primary placement is a category 2 placement, the threshold is \$40,000 and the percentage is 75%. You enter the data for both placements' educational and support costs in both the first & second placement data entry lines.
- 3 – Categories 1 & 3 - The type of costs applied for are different. Since the primary placement is a category 1 placement, the threshold is \$40,000 and the percentage is 90%. You enter the educational and support costs of the first placement in the primary placement data line under placement category selection 1 and the tuition total of the secondary placement on the second data line.
- 4 – Categories 2 & 3 - The type of costs applied for are different. Since the primary placement is a category 2 placement, the threshold is \$40,000 and the percentage is 75%. You enter the educational and support costs of the first placement in the primary placement data line under placement category selection 2 and the tuition total of the secondary placement on the second data line.
- 5 – Categories 3 & 1 - The type of costs applied for are different. Since the primary placement is a category 3 placement, the threshold is \$55,000 and the percentage is 75%. You enter the tuition total of the first placement in the primary placement data line under placement category selection 3 and the educational and support costs of the secondary placement on the second data line.
- 6 – Categories 3 & 2 - The type of costs applied for are different. Since the primary placement is a category 3 placement, the threshold is \$55,000 and the percentage is 75%. You enter the tuition total of the first placement in the primary placement data line under placement category selection 3 & the educational and support costs of the secondary placement on the second data line.

## ***2.7 What if a student ends up in all 3 placement categories during the year?***

If you have a student with more than two placements during one school year, contact [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov) for instructions on how to proceed.

## ***2.8 How is the application finalized?***

The Exaid “Contact and Certification Information” screen will ask you to confirm the accuracy of your input with a check box. You need to do this at least once, upon completion or if you make any subsequent changes in your application after certifying. The Chief School Administrator, Business Administrator or Director of Special Services must accept responsibility for the input applications.

Please be sure to enter your contact information as soon as possible, in case we have questions.

## ***2.9 What do I do, if I cannot find an Approved Private School for the Disabled in the dropdown list?***

If you have trouble locating an approved private school in the dropdown list, you can click on the help link provided in the primary placement block [Click here !\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\) to look up County & District for APSSDS](#). The link is accessed by clicking on the “i” after “Click here”. This will display a list of all the approved private school for the disabled in the State. Once you locate the school you need you can locate 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](mailto:Exaid@doe.nj.gov)

## ***2.10 What do I do, if I forgot to print a student’s application?***

In prior years, a district could not access the full data for individual students after the application closed for aid calculation. Now you will be able to access a non-editable copy of an individual student’s application until the data is cleared in preparation for the next application cycle. You can do this through the Look-Up Student Information menu. As before, you can display a summary list of all students. This year the list will have an active link to a non-editable copy of the student’s application that you can print out. The link is accessed by clicking on the student’s name. You should be able to access this information through at least the middle of March at which time the prior year data is archived to prepare for the new application cycle.

### Section III: Fiscal Considerations

#### 3.1 What if my district uses another grant to pay for some Exaid expenses? Can I still claim those expenses?

All expenses that a district incurs are paid for through revenue from a particular source. Exaid is an award ‘after the fact’. The cost has already been paid for when the actual cash award is made. If a district uses a grant to pay for a student’s costs when it could have used the grant elsewhere, then the district is not penalized for selecting the grant monies to pay the expenses of the Exaid student. For example, District A elects to use the grant to fund a special education teacher and District B uses it to fund the cost of a one-on-one aide. This doesn’t preclude District B from using the cost of that one-on-one aide as an Exaid expense. A district can only not use that expense if the grant was specifically targeted for that one-on-one aide. That would mean that your district actually had no expense for the aide – someone else did.

For example, IDEA funded costs are population based and the individual child does not have an impact on the aid received. Medicaid SEMI revenues are based on the actual costs for an individual child. This revenue should be deducted from the costs for that child for Exaid purposes.

#### 3.2 Do I Need to Deduct Semi Reimbursement from My Extraordinary Aid Application?

A: Yes. If your district is requesting extraordinary aid reimbursement, you must contact the state Department of Treasury for a detailed payment summary showing all SEMI reimbursement received for those students throughout the applicable year. You must use this report to ensure you are reducing your requested ex-aid amount by the federal funds already received through SEMI for those students.

### Deducting SEMI

Payments received by the district for SEMI must be deducted from your costs. To do this the amount you are claiming for a service by the amount of aid you received or expect to receive for the service for the student in question. For instance, if the physical therapy cost is \$10,000 and you are receiving \$4,000 in SEMI reimbursements you would only claim \$6,000 in related service costs. You should show the math on the sheet in Part C like this:

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:	1:1 Aide 35,000 less SEMI of 4,000 = 31,000 <input type="text" value="31,000"/>
Additional Support Costs: (not tuition related)	<input type="text"/>

If you do not have any costs in Part 3, deduct the cost from the tuition in Part A or B and show the math in one of the text boxes in Part C.

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:	Tuition reflects deduction of SEMI received. Tuition 55,000 SEMI = 3,000 = Tuition entered = \$52,000 <input type="text"/>
Additional Support Costs:	<input type="text"/>

SEMI data is now accessible through the EasyTrac application the district used to enter data for the program. A menu pick has been added that will allow districts to access the information.

### **3.3 What about 'IDEA' funded costs?**

Costs paid for under the federal IDEA program are treated the same way as other grants in question # 3.1. A district is not penalized if it uses these grant monies to fund Exaid applied for students as long as other expenses in special education could have been funded by the monies.

### **3.4 What is included in the eligible costs for Exaid?**

This depends on the placement category selected for the student applicant.

Category 1 – The applicant is in a district public school program with nondisabled peers.

Category 2 – The applicant is in a separate public school for only students with disabilities.

All projected 2018-2019 costs of 'providing direct instructional and support services' for the eligible classified student are included in calculating the total cost. You request the entire amount but only the amount over \$40,000 is eligible for extraordinary aid reimbursement.

Direct instructional costs are all costs of implementing the services required by the child's IEP. (Except transportation)

Support costs are also eligible, both direct and indirect support costs. These expenditures are for activities associated with assisting the instructional staff with the content and process of providing a learning experience. A complete description of these costs is in the [Taxpayer's Guide to Education Spending](#) under Indicator 6.

The total tuition bill payment is not fully eligible for reimbursement in category 1 & 2.

Any tuition bill for students sent to a public-school district (to another district, to a CSSD, to a RDS, etc.) must separate out the educational and support cost components. Only the educational and support cost components of an in-district rate can be used. This separation is done automatically by the application program when you enter a tuition to calculate costs of a category 1 or 2 placement.

Category 3 – The applicant is in a separate private school for students with disabilities.

Only the tuition cost is eligible. A related service that is billed separately, but collected by the private school (including residential costs) must be broken out and entered in Part C under Related Services. Support costs are not allowed under this category. A support cost is not an additional educational cost (like a one-on-one aide) but rather a supplemental cost as described in the [Taxpayer's Guide to Education Spending](#) under Indicator 6.

### **3.5 Which costs are not eligible?**

Transportation services, including equipment & transportation aides.

Administrative services

Legal services, including litigation costs to implement the Least Restrictive Environment (LRE).

Facility costs, such as building maintenance, rent, heating, cleaning, etc.

Any other cost that is not educational or a cost related to direct support of educational services.

The presumption for this policy is that regular state aid is considered to be the state's contribution to the normal costs that all districts incur to educate students. The purpose of Exaid is to assist with extraordinary educational expenses only.

### **3.6 What are the in-classroom educational costs for in-district students?**

For Exaid these are **total class costs** divided by the number of pupils in the class. Generally, these **class costs** are teacher salaries, aide salaries and labor cost overhead. A district has some latitude on how it calculates these classroom costs. It can use the salary of the individual teachers involved, or a district average teacher salary for all the teachers. Additional classroom costs can be included as long as there is evidence that the payments were made as a result of being required by the child's IEP. For example, if a visually impaired student requires large print textbooks, the cost can be included. The cost of textbooks given to a sick student that cannot be returned to school is applicable. The cost for a piece of equipment, including warranty costs, purchased for an individual student's instructional needs (and is not used by others) can be included. General educational costs components (i.e. stationery supplies) can be included but must be justified in an audit review that they were calculated to reflect the cost incurred by the individual classified student.

### **3.7 Do labor costs include labor overhead?**

Yes. The overhead (benefits) for any labor cost applicable for Exaid also qualifies as an Exaid allowable expense. What are the specific types of benefits? – see definition in the [Taxpayer's Guide to Education Spending](#) under Indicator 14 - Personal Services - Employee Benefits.

### **3.8 What about Extended School Year (ESY) programs?**

All costs incurred during the fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) are eligible including the cost of services provided during the summer of 2018. An extended school year must meet the minimum 210 days threshold to be considered an intensive service. Anything less (209 days for example) does **not** qualify as intensive. If a district program falls below the 210 day threshold due to official school closings – it does not qualify. While the extended school year time period might not be sufficient to qualify as an intensive service, the cost would still apply if the student is eligible due to another intensive service.

Extended school year costs which are not part of a placement listed in Part A or Part B, should be treated as extraordinary onetime costs and recorded in Part C of the form. The reason for this is that an extended school year placement must be determined on an annual basis. As a result, the costs are considered as onetime costs. When ESY is or can be part of a placement listed in Part A or Part B it must be folded in with tuition being charged by the private school or school district covering a significant part of the regular school year. If the ESY is provided by a public school districts in a placement not included in Part A or B, the costs must still have non-educational and non-support costs removed.

Note: if the ESY is with a public-school district and is placed in Part C, you may only include the education and support costs, **not the full tuition cost**.

A tuition payment for an extended school year is treated like a tuition payment for the normal school year. Only the educational and support costs in the public school tuition are eligible, if the placement is with a public school.

### **3.9 What if related services are billed separately?**

Related service costs billed separately from the rest of tuition are recorded in the lower half of the application under “*Part C – Additional Costs*.” If a student has more related services than can be accommodated in the description section, fill out the “*Additional Cost Worksheet*” available on the welcome page. If you use this worksheet, print a copy and maintain it with your other Exaid records for the individual student.

### **3.10 What is a support cost?**

These are costs for services supplemental to the teaching process that are designed to assess and improve a student’s well-being. These costs are not specifically called for in a student’s IEP. Some examples of support costs: the cost to prepare and maintain a student’s IEP, use of the guidance office, use of the library, teacher training, etc. Support costs are difficult to calculate for an individual student.

### **3.11 How do we determine the support costs to use in the application?**

In the case of tuition paid to a public school or a private school running a program in a public school on a tuition basis, the average support costs are automatically calculated.

For non-tuition in-district students you may do either of the following: 1) use the calculated cost average for your district as found in the “*Support Cost Averages by County and District*” available on the Welcome page or 2) itemize the support costs for this student using the “*Additional Cost Worksheet*” also available on the welcome page. If the only additional cost you enter in “*Part C – Additional Costs*” is the State calculated support cost, you do not need to maintain a copy of the worksheet. Simply enter “*Support cost average*” in the summary block and the amount from the table in cost block.

### **3.12 What if the agency, district or school submitting the bill is not on the list?**

Contact [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov) for districts, public institutions or private schools not included in the dropdown menus.

### **3.13 Can I apply for costs incurred in the previous years?**

No, a district may only apply for projected actual costs incurred in fiscal year 2018-2019. If an unexpected prior year expense does become due in the current year (i.e. a tuition adjustment) and, if the student was eligible in that prior year and in this year as well before including the additional expense, then that cost may be applied for this year. You would include them as extraordinary onetime costs in “*Part C – Additional Costs*”.

Multi-year costs can never be combined in order to qualify a student for a single year. A single year’s expenses must always exceed the threshold set by the placement category. For example, if a student’s costs are \$30,000 for both last year and this year, you **cannot** combine the costs and apply - even if they are paid in a single year. However, if a student’s cost was \$42,000 for last year (and you applied for and received Exaid for that student) and \$43,000 for this year and in July of 2017 were billed for an adjustment to the prior year’s aid of \$1,500 you could apply for \$44,500 this year With the \$1,500 appearing in extraordinary onetime costs in Part C.

### ***3.14 What about students in State Facilities & institutions such as Katzenbach?***

These are students generally in category 2 where the applicant is in a separate public school for only students with disabilities.

A district pays the educational and support costs for these students through tuition deductions in its state aid. A district should include any students whose educational and support costs exceed \$40,000 for the district. The tuition payment schedules are different depending upon where the student is placed. In institutions such as Katzenbach the tuition is deducted in the year the student attends. For example, in fiscal year 2017-2018 the tuition for the day program at Katzenbach under PLUS was about \$90,000. This would qualify the student for Exaid. For students in state facilities the tuition is deducted in the fiscal year **after** the student attends. Costs from previous years are generally not allowed (see question above) so only apply if the student is eligible. A district is given notice of students in state facilities for which the district is financially responsible in the current fiscal year. If any of these students qualify for Exaid then the district should apply in the current year using the estimated rates. You must enter the costs for these students as you would for any other student attending a public school on a tuition basis.

### ***3.15 What is the placement category of: Lake Drive School of Mountain Lakes, YCS at Fort Lee and George Washington, University Behavioral Health, college-run schools like Douglass Developmental, and UMDNJ's Greenhouse Nursery?***

The Lake Drive School for the Deaf Program operates under the auspices of the Mountain Lakes School District – category 2.

YCS at Fort Lee and George Washington are both category 3 – private placements.

University Behavioral Health is category 2 – public.

College-run schools like Douglass Developmental and UMDNJ's Greenhouse Nursery – public.

### **3.16 Are out-of-county fees an allowable tuition expense?**

No. These fees are not educational or support costs or tuition.

### **3.17 What happens if the costs change after the district has applied?**

The costs a district submits in applying for Exaid are by definition estimates since a district is applying for costs incurred during an entire school year. There is no requirement to submit revised cost numbers after the Exaid application period ends or the fiscal year period ends. However, a district must notify the Office of School Finance in writing if a district's cost for an individual student applied for **falls significantly or falls below the threshold**. The district's award will then be reduced or rescinded. If costs rise significantly prior to the end of the application process, you may enter the program, adjust the costs and recertify. If cost change significantly between the end of the application process and the end of the fiscal year on June 30 contact [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov) ASAP for possible correction.

### **3.18 Do I submit the application indicating the full year tuition although the student will only be placed for part of the school year?**

No. **Tuition and other costs must be prorated.** If the proration is less than or equal to \$40,000, then the student is not eligible for Extraordinary Aid in any placement category.

### **3.19 What happens if, during an audit, the costs are determined to be different from the costs used in the application?**

The costs that a district submits in Exaid are estimates. An audit will examine whether a district made a reasonable attempt to give accurate estimates and will attempt to determine the actual costs for the eligible students. If an audit determines that the actual costs are less than the costs used in the Exaid application, a district will have to refund the excess award.

### **3.20 What happens if the child leaves the district after I've applied?**

Immediately notify the Office of School Finance in writing at [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov) if your district's cost would therefore fall below the threshold for the placement category. The award will be reduced or rescinded.

### **3.21 Does the district need a Board resolution to apply?**

No.



### **3.22 What documentation must I send to the Department of Education?**

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 the responsibility of the district 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 "Additional Cost Worksheet" (if one was needed) and the billing documentation regarding the cost of educating each placement must be kept on file in the district. These documents will be required by the Department of Education during any future audit of the district's extraordinary aid award. However none of this documentation need be sent as part of the application process unless specifically requested by the DOE.

### **3.23 What documentation must be maintained at the district?**

A completed "student enrollment information" page for each student applicant must be retained at the district. The IEP, the Addition Cost Worksheet (if one was needed) and all documentation supporting the calculated cost of educating the child must be maintained in the district for the auditors.

### **3.24 When is the deadline for filing applications?**

The scheduled deadline is May 24, 2019. The application period will remain open for as long as possible. Once the legislature funds the program we must close the application in order to prorate the requests to match the available funding. Any reduction in awards will be a straight proration. Once that proration is done and districts are notified we can no longer accept any further Exaid applications.

### **3.25 When will I be notified about the district's Extraordinary Aid award?**

Districts will be notified in early July. The notifications are emailed to the county offices for distribution to their respective districts. **A district will not be contacted directly by the Office of School Finance.** The award notice documents will be posted at the Homeroom website <http://homeroom.state.nj.us/> under School Aid. Questions about aid awards should be e-mailed to [Exaid@doe.nj.gov](mailto:Exaid@doe.nj.gov).

### **3.26 When can a district expect the award?**

Exaid awards for the current fiscal year are still funded in the next fiscal year (2018-2019 requests are funded in the 2019-2020 fiscal year). Generally these payments are made in August.

### **3.27 How are Exaid awards accounted for in district records?**

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.

### ***3.28 How are Exaid awards accounted for in district excess surplus calculations?***

Exaid revenue is unrestricted and can be used for any purpose. A district may appropriate these funds in 2018-2019 or 2019-2020 without commissioner approval. Extraordinary aid is an allowable adjustment in a district's excess surplus calculation done at end of June 2019 if the district does not appropriate the funds during 2018-2019. If the district appropriates a portion of these funds during 2018-2019, then the amount appropriated is not an allowable adjustment for the 2019 audited excess surplus calculation.