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## High Cost Services Webinar 2021-2022

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# Agenda and Logistics

- I. High Cost Services Overview
- II. Allowable Costs
- III. Application Process
- IV. Allocation Methodology
- V. Timelines and Next Steps
- VI. Questions

If you are experiencing audio difficulties, please make sure that your speakers are on and that your volume is at a suitable level.

The call will be in listen only mode to ensure we get through the information. Please type questions into the chat box as we go along.

**Dial in by Phone:** 1-312-626-6799 OR  
1-470-381-2552

**Meeting ID:** 993 4332 2281



# High Cost Services Overview



# Overview of High Cost Services

The High Cost Services fund is established to support school systems and schools who serve Louisiana students with disabilities that have the most difficult needs by providing additional funding for high-cost special education services.

Approximately \$16.4 million dollars is available for the 2021-2022 school year.

- In Round 1, this includes \$2.76 million from IDEA state set aside funds and \$12 million from MFP funds.\*
- In Round 2, this includes an additional \$1.64 million from IDEA state set aside funds.

*\*Note: The availability of MFP funding is subject to change as the result of the Legislative Session.*

# Overview of High Cost Services

A school system is eligible to apply for the High Cost Services fund on behalf of any student who meets the student eligibility criteria:

- The student is age 3-21 with an active Individualized Education Plan (IEP).
- The total cost to educate the student in the prior school year exceeded three times the average per pupil expenditure (\$12,414).

$$3 \times \$12,414 = \mathbf{\$37,242^*}$$

- All costs for which the school system requests reimbursement are explicitly stated in the student's IEP.

*\*The school system must keep accurate internal records of all prior year expenses used for justification that the student meets the eligibility criteria of the grant, as all expenses are subject to further audit.*



# Overview of High Cost Services

This webinar focuses on Round 1; Round 2 of the application is for new students who joined your LEA from July 1, 2021 to October 1, 2021.

High Cost Services funds are student specific and cannot be used to support other students.

- If the student approved for funds no longer needs the services designated in the application, or if the student withdraws or transfers to another LEA, the LEA that was allocated funds must notify LDOE in writing no later than 10 days after the student's status changes.
- The LEA that received funds will not be eligible to retain any remaining unobligated or unexpended funds.

# Overview of High Cost Services

Any remaining unobligated or unexpended funds will follow the student who transfers to any LEA within the state if the system or school requests or confirms the need for the funds.

Any specialized equipment purchased with High Cost Services funds will follow the student to any LEA within the state and shall become part of the receiving LEA's inventory list.

LDOE staff will monitor High Cost Services and student jurisdiction through the Special Education Reporting (SER) system and other auditing systems



# Allowable Costs





# Allowable Costs

Details about allowable and unallowable costs can be found in the [2021-2022 High Cost Services State Plan](#)

Even if an allowable cost, the materials, services, supports, and personnel must be documented and clearly described in the student's IEP in order to be eligible for reimbursement.

# Allowable Cost

Certified teachers or interpreters in specific low incidence disability areas, for example Deaf/Hard of Hearing and Visual Impairment, where students are receiving the majority of their services from a generically certified special education teacher. Both speciality teachers, interpreters, and any 1:1 teachers must be described on the IEP.

One-on-one or two-on-one paraprofessional support to address the student's high cost services. The terms "child specific aide" or "1:1 or 2:1 paraprofessional" must be indicated on the IEP.

Special transportation costs are limited to personnel, equipment, or services required for the specific high need cost as identified on the IEP. Any transportation costs not specific to the high need student or prorated for this student are unallowable. Services must be provided directly to the student and must be clearly described on the IEP under "Special Transportation."

Specialized equipment or supplies. The specialized equipment and supplies must be described in the student's IEP.

Specialized training for staff, described in the student's IEP, needed to implement the student's high cost services.

Related services, such as nursing services, occupational therapy, physical therapy, speech/language pathology, educational interpreters, Mental Health Professional Counselor that are above and beyond what the majority of students in the school are receiving. A typical service delivery model is considered to be 30 minutes twice a week, therefore the related service has to be above and beyond this.

# Unallowable Cost

\*  
Basic classroom costs, such as teachers, materials and supplies, transportation (other than student specific special transportation as described in the IEP) and other routine costs associated with the provision of special education and related services to students with disabilities.

The salary and benefits of a bus driver are not reimbursable if the student qualifying as high cost and other students (not qualifying as high cost) are on the bus at the same time. Any transportation costs not specific to the high need student or prorated for this student are unallowable.

Related services costs that are provided at the same level as all other students with disabilities. For example, a typical service delivery model is 30 minutes twice a week.

Construction costs such as buildings and sidewalks.

Legal fees, court costs or other costs associated with a cause of action brought on behalf of a student with a disability to ensure a FAPE for the child.

LEAs may not use IDEA funds to pay for medical services eligible under the State Medicaid Program per guidance from the United States Department of Education, Office of Special Education Programs (OSEP).

# HCS Funding and IEP Services During Virtual Learning

- If a student has a 1:1 para and/or special transportation personnel, equipment, or services required for the specific high need cost as identified on their current IEP and is currently participating in virtual learning but may go back to the school campus for face-to-face instruction during the school year, you can still apply for HCS funds for the student.
- However, if the student chose not to come back to the school campus where they would need those supports/services, the money awarded will revert back to the state since the LEA did not have that expense.



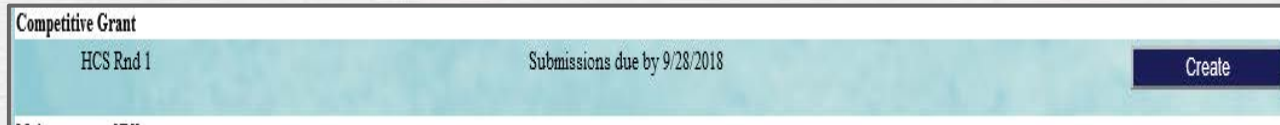
# Application Process



# Application Process

The application for the High Cost Services fund is included as a competitive application on the state's electronic Grants Management System (eGMS).

To access the application, appropriate school system personnel should log in to eGMS and complete High Cost Services fields in LEA Central Data (HCS Contact Information and HCS Assurances). Once completed, the High Cost Services Rnd. 1 tab will show up in the Competitive section on your GMS Access Select page.



On the GMS Access Select page, click the “Create” button.

# Application Process

The Student Data tabs are where school systems will enter information for students for whom they will submit applications.

In the 2021-2022 school year, school systems can submit applications for up to 60 students.

Student names and other personally identifiable information will not be allowed. Students must be given a unique ID #, which corresponds to the student's ID # in SER. The student identifier field is where you will enter the student's unique ID number.

Materials, services, supports, and personnel requested in the application must match the information in the student's current active IEP.

# Student Data Pages

**Step 1:** Complete the basic information for the student.

<b>Student</b>	1	<b>School Attended:</b>	Test High School
<b>Student Identifier:</b>	1111111111	<b>Exceptionality(ies):</b>	Visual Impairment - Blindness
<b>Sex:</b>	Female <input checked="" type="radio"/> Male <input type="radio"/>	<b>Date Student Enrolled in LEA: (mm/dd/yyyy)</b>	8/10/2019

**Student I Description of Services**

- The description should include an itemized list of the specialized equipment, supplies, services, and personnel necessary to provide a free appropriate public education to the student. *For eligible and ineligible costs, refer to the Student I Description of Services page.*
- The total amount requested for the student must be \$37,536, three times greater than the average per pupil amount of \$12,512.
- Costs for related service providers should be estimated based on amount of service hours on the student's IEP. (E.g. Student receives physical therapy 60 minutes four times a week. Cost for physical therapy for the student is estimated to be \$400 per week or \$14,400 for the school year.)
- Costs for materials and services should be prorated according to the specific use of the student. (E.g. Three students share assistive technology throughout the school day. Cost of assistive technology should be divided by three to determine cost per student. If the student has his/her own assistive technology device throughout the school day, the cost should be reported as the full cost of the device.)
- **All listed services/supports must be documented in the student's IEP.**

Materials, services, supports and personnel:	Estimated Cost:
One-on-One Paraprofessional, salary and benefits	2,976
Contracted 1:1 Braille Instructions during SY	2,000
Braille materials and supplies (laptop, Braille transcribing paper, JAWS Home Edition Screen Reader)	5,000
Occupational Therapy (5x weekly)	2,000
1:1 Transportation with monitor	3,000
<b>Total Estimated Costs:</b>	<b>14,976</b>



# Student Data Pages

**Step 2:** Enter the total amount spent\* on the student in the 2020-2021 school year. In order for the student to be eligible, this amount must exceed **\$37,242.00**.

**Step 3:** The application will automatically calculate the maximum request amount.

## Student 2 Description of Services

- The description should include an itemized list of the specialized equipment, supplies, services, and personnel necessary to provide a free appropriate public education to the student. For eligible and ineligible costs, refer to the Louisiana High Cost Services State Plan.
- The total amount requested for the student must be \$37,536, three times greater than the average per pupil amount of \$12,512.
- Costs for related service providers should be estimated based on amount of service hours on the student's IEP. (E.g. Student receives physical therapy 60 minutes four times a week. Cost for physical therapy for the student is estimated to be \$400 per week or \$14,400 for the school year.)
- Costs for materials and services should be prorated according to the specific use of the student. (E.g. Three students share assistive technology throughout the school day. Cost of assistive technology should be divided by three to determine cost per student. If the student has his/her own assistive technology device that is not shared by other students, the total cost can be budgeted to that student.)
- All listed services/supports must be documented in the student's IEP.

## Materials, services, supports and personnel:

1:1 para salary and benefits
Contracted 1:1 Braille instruction
Braille materials and supplies (laptop, braille transcribing paper, JAWS screen reader)
OT (5x weekly)
1:1 transportation monitor

## Estimated Costs:


## Section of IEP:

General Student Information	▼
General Student Information	▼
Program Services	▼
Program Services	▼
Instructional Plan	▼
	▼
	▼
	▼
	▼

Total Estimated Costs:

0
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Total amount spent on Student 2 education in 2019-2020. Must be more than \$37,536.

75,000
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Maximum Requested Amount for Student 2:

49,976
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# Student Data Pages

\*The school system must maintain accurate internal records of all expenses from the prior year used for justification that the student meets the eligibility criteria of the fund as all expenses are subject to further audit.

# Student Data Pages

**Step 4:** Based on that maximum request amount, school systems will then list the materials, services, support, and personnel for which they wish to request reimbursement. This includes indicating the section of the IEP in which LDOE reviewers can find the activities described. The sum total of these activities must match the maximum request amount.

# Student Data Pages

## Student 1 Description of Services

- The description should include an itemized list of the specialized equipment, supplies, services, and personnel necessary to provide a free appropriate public education to the student. For *eligible and ineligible costs*, refer to the Louisiana High Cost Services State Plan.
- The total amount requested for the student must be \$35,346, three times greater than the average per pupil amount of \$11,782.
- Costs for related service providers should be estimated based on amount of service hours on the student's IEP.  
(E.g. Student receives physical therapy 60 minutes four times a week. Cost for physical therapy for the student is estimated to be \$400 per week or \$14,400 for the school year.)
- Costs for materials and services should be prorated according to the specific use of the student.  
(E.g. Three students share assistive technology throughout the school day. Cost of assistive technology should be divided by three to determine cost per student. If the student has his/her own assistive technology device that is not shared by other students, the total cost can be budgeted to that student.)
- **All listed services/supports must be documented in the student's IEP.**

### Materials, services, supports and personnel:

Sensory Materials (sensory brushes, fidget spinners, pencil toppers, etc.)
1 to 1 para
Assistive Technology (iPad, speech apps)
Contracted Physical Therapist
Door to Door transportation

### Estimated Cost:

8,000
25,000
5,000
6,718
6,718

### Section of IEP:

General Student Information	▼
General Student Information	▼
Instructional Plan	▼
Instructional Plan	▼
Program Services	▼
	▼
	▼
	▼
	▼
	▼

Total Estimated Costs:

51,436

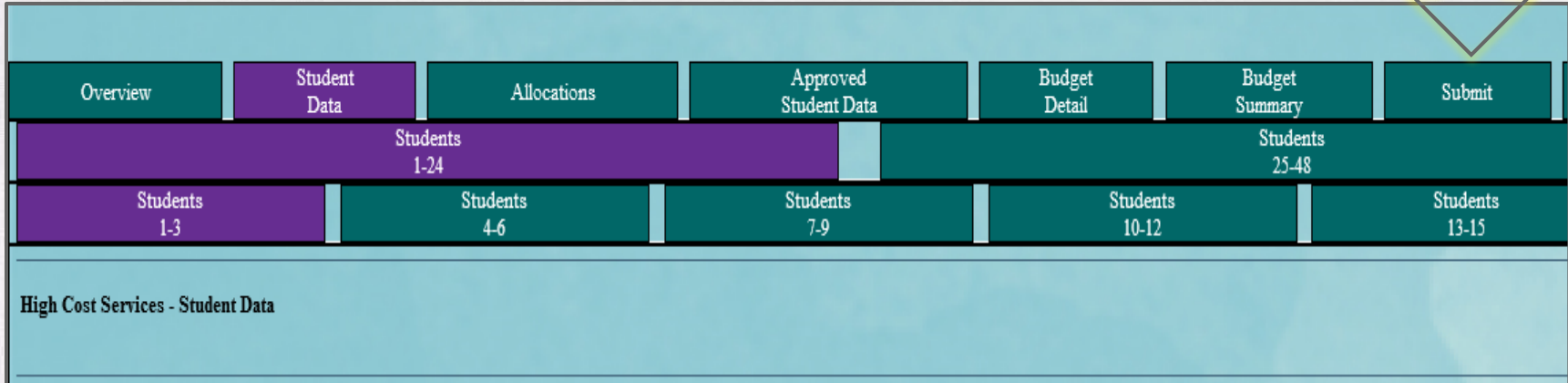
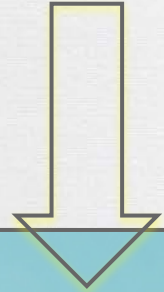
Total amount spent on Student 1 education in 2017-2018. Must be more than \$35,346.

75,000

Maximum Requested Amount for Student 1:

51,436

# Submission



# After Submission

It typically takes at least a month to complete the HCS review.

The application has several layers of review:

- A preliminary review
- A level 1 and level 2 programmatic review
- Allocation Development by Ed Finance (occurs outside of the system)
- Entering of assigned allocations
- Final Approval

Next Steps:

- Creation of Amendment 1 for the submission of the HCS budget



# Allocation Methodology



# Allocation Methodology

A team at LDOE reviews all applications to determine allowable and eligible costs for each student. In order to be equitably distributed, the total allocation provided to city and parish school systems versus other public schools shall be proportional to the share of total qualifying applications submitted by city and parish school systems versus other public schools.

For each LEA, the eligible costs are totaled and used to calculate the Percent Impact on the budget of the LEA by assessing the eligible amount as a percent of total state and local revenue.

The Percent Impact will be ranked from highest to lowest within the two separate categories: school systems and other public schools.



# HCS Procedural Safeguards

- HCS funds are not intended to replace any existing state, federal or local special education funds.
- HCS funds are student specific and cannot be used to support other students.
- Any specialized equipment purchased with HCS funds will follow the student to any public school system or school within the state.
- If the student approved for funds no longer needs the services designated in the application, or if the student withdraws or transfers to another school system or school, the system or school that was allocated funds must notify the LDOE.
- Remaining funds will follow the student who transfers to any public school system or school within the state if the new system or city requests or confirms the need for the funds. Other unused funds will revert back to the State.

# Timeline



# Timelines

<b>Date</b>	<b>Action Item</b>
October 4 (tentative)	Round 1 Application Opens
October 29	Round 1 Application Closes
January 2022	Round 2 Application Opens



# Questions

# Contacts

## Special Education Policy

- [specialeducation@la.gov](mailto:specialeducation@la.gov)

## Federal Support and Grantee Relations (Application Questions)

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