



## Procedures for Awarding High Need Funding

1. The individualized education program (IEP) team will determine the least restrictive environment (LRE) for a student with a disability through a formally convened IEP meeting and according to the requirements of the Individuals with Disabilities Act (IDEA).
2. If the IEP team determines that a student's educational needs can be met with local resources, the local educational agency (LEA) may apply to the OSDE for a Tier II funding reimbursement for excessive costs incurred to meet the student's educational needs.
3. If the IEP team determines that a student's educational needs can only be met through placement in an out-of-state (OOS) residential facility, this placement option will be recorded on the IEP at the IEP meeting where the child is enrolled. The LEA may apply to the OSDE for a Tier I funding reimbursement.
4. The OOS residential placement application (Tier I) and procedures for completion of the application and the in-state (Tier II) reimbursement application and procedures will be posted on the OSDE Web site, special education services (SES) finance page.
5. Applicants will complete and submit the appropriate application and supporting documentation by the posted deadlines.
6. At least two members of the OSDE-SES Finance Team will review and score all timely applications after the submission date.
7. Awards will be made on a reimbursement basis, according to the Determination Matrix included in each application. Tier I funds will be awarded on a sliding scale to qualifying LEAs on a priority basis, demonstrated by documented need, until \$1.5 million (60% of the annual provision for Risk Pool funds) has been obligated for the ensuing school year.

Once this amount has been obligated, no more funds for Tier I requests will be available during that fiscal year for OOS residential placements.

8. The remaining \$1 million (40% of the total annual provision for Risk Pool funds) will be available for Tier II funding requests only. All qualifying LEAs will be awarded Tier II funding at a prorated rate, if necessary, until the remaining 40% of the high need funds are depleted.
9. Before receiving Tier I funding, it is the responsibility of the LEA to enter into a formal contractual agreement with the OOS residential facility where the child will be placed. Upon the receipt of a copy of the completed agreement, the OSDE will make the appropriate percentage of funds available to the LEA on a reimbursement basis. The LEA will send quarterly copies of the student's progress reports provided by the OOS residential facility to the OSDE on a regular basis.
10. All LEAs receiving reimbursement funds for Tier I OOS residential placement must send written notification within ten (10) working days after the IEP team decides to terminate an OOS placement. If terms of the OOS placement are violated by the LEA or the OOS residential facility, the OSDE will send written notification that the placement has been terminated. All notices that will change the placement of a student in an OOS placement must be provided in writing at least 30 days prior to dismissal of the student from the OOS residential facility, as stated in all OOS residential contracts. A copy of all written notices described above must be provided to the OSDE, the parent/guardian, and the OOS residential facility.
11. LEAs that are denied Tier I High Need reimbursement funds because of lack of available funds will be notified in writing and their request data will be added to a database in the order the applications were received. When Tier I funds become available, these LEAs will be notified in writing within 30 days of the available funding on a "first come, first serve" basis. This will include notification of any OOS placement opening that may occur before the end of the school year due to cancellation. The LEA request data will actively remain in the database until the district no longer requires the reimbursement option for the high need student.
12. LEAs seeking high need reimbursement assistance must apply for Tier I and Tier II reimbursement funds annually. Tier I reimbursements will be awarded to active participants first and new applications will be considered in the order received.