TN Department of
Education

FY23 IDEA High Cost Reimbursement Application
Common Needed Corrections

General Corrections

- Local educational agencies (LEAs) must use **State Student IDs**, not local student numbers. Ensure all references in the Data and Information instrument and uploaded documents refer to State Student IDs.
- LEAs must upload **separate files** for each State Student ID. Do not combine students' files in uploads.
- LEAs must upload supporting financial documents that connect to each student.
  - Examples: "Parent of State Student ID #####" or "Bus Driver of State Student ID #####"

K-12 or Preschool Page Corrections

- Service dates must fall within the July 1, 2022 – June 30, 2023 date range.

Dates of Service Documentation Upload Corrections

- LEAs must redact all Personally Identifiable Information (PII)* from Individualized Education Programs (IEPs), Prior Written Notices (PWNs), etc. with only State Student ID viewable on each page.
- LEAs must upload all IEPs and addendums to cover the services/transportation provided within the timeframe of July 1, 2022, – June 30, 2023.
- LEAs must upload the IEP Cover Page, Service Page, and Transportation Page, if applicable, for each IEP and IEP addendum.

Supporting Documentation Upload Corrections

- Direct Services Involving Payroll:
  - Accounting analysis/documents must show payroll activity for the high cost.
  - Redact social security numbers for employees. Note: Names of employees are acceptable.
- Transportation Reimbursements:
  - Purchase orders, checks, etc., must show approvals (i.e., signatures or initials with dates) that occurred prior to payment.
- Parent Providing Transportation:
  - Uploads must include monthly mileage logs with parent and LEA signatures.
  - Uploads must also include the account analysis/documents showing payment activity.

*Personally Identifiable Information (PII): *The term "PII," as defined in OMB Memorandum M-07-1616, refers to information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Redacting PII means removing any information that could potentially identify a specific individual before submitting the data in ePlan. Before uploading redacted information, confirm that the personally identifiable information cannot be discerned. Please minimize the use of black/dark pens or markers to redact information as information is typically viewable through the marks.*

Division of Federal Programs and Oversight
Andrew Johnson Tower • 710 James Robertson Parkway • Nashville, TN 37243
tn.gov/education

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