

## FY25 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.
- Reimbursement requests for services must be on the Individualized Educational Plans (IEP) and will not be applicable to expenditures not found on the IEP.
- LEAs must upload **separate files** for each State Student ID. Do not combine students' files in uploads.
- One (1) PDF document for IEP documentation to include all the following items, in this order:
  - IEP(s) cover page - personally identifiable information (PII)\* redacted, and State Student ID included
  - IEP(s) services pages - covering the entire school year; PII redacted, and State Student ID included on each page; if there are multiple IEPs, include them in chronological order
  - [Student's initials] [State Student ID number] [School Year] [IEP]  
Example: "BP 1234567 2024-2025 IEP"
  - Updated for this year - Supporting Document Template to be completed for each student
- One (1) document utilizing the IDEA Reimbursement Request Supporting Document Template provided:
  - One template per student must be provided with the summary of the general purpose direct expenditures found in the financial supporting documentation.
  - [Student's initials] [State Student ID number] [School Year] [SUMMARY]  
Example: "BP 1234567 2023-2024 SUMMARY"
  - LEAs must upload supporting documents that connect to each student.
- One (1) PDF document for Supporting Documentation to include:
  - Financial supporting documentation with student PII redacted and State Student ID included on each page.
  - [Student's initials] [State Student ID number] [School Year] [SUPDOC]  
Example: "BP 1234567 2023-2024 SUPDOC"

### IEP Dates of Service Documentation Upload Corrections

- LEAs must redact all 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 or amendments to cover the services/transportation provided within the timeframe of July 1, 2024, – June 30, 2025.
- LEAs must upload the IEP Cover Page, Service Page(s), and Transportation Page(s), if applicable, for each IEP and IEP addendum.
- If an amendment or addendum has been completed, this document must include the information from the previous IEP with the new or deleted information. Example: If the IEP had special transportation listed for the student, then it should be listed on the amendment or addendum.

### Summary Page Corrections

- Service dates must fall within the July 1, 2024 – June 30, 2025, date range.
- Student IEPs with gaps in services: These gaps must have the expenses for the student without service dates deleted or redacted from the expenses submitted and claimed. For example, if a student has a five-day gap in their IEP service dates, then five days of expenses for services must be deleted from the invoices. These deleted expenses should be shown on the invoices and on the summary template.

### 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.
- IDEA Reimbursement Request Supporting Document Template:
  - Each template must provide a justification for high-cost services. Please explain why this student needs the services being provided.
- 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.*