



# Ohio

## Tuition Manual 2017

OFFICE OF SCHOOL FINANCE

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## Background

Tuition is an amount of money paid to a school district to offset the district's cost of educating a student who is a legal resident of another school district. Tuition substitutes for the local tax dollars received by a school district to educate students who reside in that district. The tuition amount for each school district is set annually by the Ohio Department of Education and is paid by the parents or the school district where the parents reside.

The online tuition system will cover previous forms SF-14 and SF-14H. Tuition forms SF-14PD (per diem), SF-14Y (Department of Youth Services), and SF-14PD (Private Treatment Facilities) will continue in the paper process, [click here](#).

## Accessing the Tuition System

Sign in to ODDEX

<https://www.ssd-t-ohio.org/oddex/login>

### Roles in OEDS to access to the tuition system and performance functions

- Application Manager (ODE only): Update access to announcements, users and agency
- Area coordinator (ODE only): Apply flags and write comments
- Assistant treasurer: Update editable fields, apply flags, remove flags and write comments
- Business manager: Read only
- Commenter – Tuition: Write comments
- Coordinator – EMIS: Read only
- Data view – Tuition: Read only
- Director – EMIS: Read only
- Superintendent: Update editable fields, apply flags, remove flags and write comments
- Supervisor – EMIS: Read only
- Treasurer: Update editable fields, apply flags, remove flags and write comments
- Verifier – Tuition: Update editable fields, apply flags, remove flags and write comments

### Assign roles in OEDS

Follow the instructions on the Ohio Department of Education website for assigning OEDS roles or [click here](#). If assistance is needed, please refer to the appropriate [data custodian](#).

## Educating District Roles and Responsibilities

Applications are available for review when the initial data load period opens. The application information derives from the data the educating district reports to EMIS. Applications will automatically populate for review.

### General review

Educating district should review applications for accuracy.

### Editable fields (as needed)

#### Court Order

The educating district should edit the court order information under the “Placement By” section of the application.

- Click pencil to open editing window;
- Enter the order number, order date and issuing county of the court order;
- Select “Save.”

*The tuition program in ODDEX does not have the functionality to collect support documentation, such as court orders. Districts should submit support documentation through a mutually agreed upon method, such as email. Districts should maintain support documentation and make it available to the Department upon request.*

## Parent Information

The natural/adoptive parent name and address fields are editable through the tuition system, if needed. It is best practice for the educating district to make changes in the data collector.

## Stop application

If the educating district chooses not to pursue tuition funding or uses an alternative tuition funding method not collected in the tuition system, it can stop the application process.

- Select “Add Review”;
- Select status flag of “Not Claiming Tuition”;
- Optional comment in “Note” section;
- Select “Save Flags.”

**No approval or confirmation is needed by the educating district for the resident district to see or review the application.**

## Resident District Roles and Responsibilities

Applications are available for review when the initial data load period opens. The application information derives from the data the educating district reports to EMIS. Applications will automatically populate for review.

### General review

It is advantageous for resident districts to review applications at the beginning of the initial load period. This will allow the resident district the greatest amount of time to approve, flag and/or request additional information as needed. Continued reviews will be necessary by the resident district as the educating district makes data updates.

### Approve application

Resident districts that find the application is accurate should approve for payment.

- Select “Approved to Pay-No Flags.”

### Automatic approval

The 30-day automatic approval timer begins the day of the last update to the application or the date the “Review and Flag Resolution” period opens, whichever is later. The 30-day timer restarts when the educating district changes data. Applications are on hold when flags are active, except area coordinator, escalation and data quality issue flags. Upon approval of the application, the flags and 30-day timer will close.

### Flag application

The resident district can place a flag on the application when data is questionable or to request additional information to verify accuracy. To place a flag, the resident district should follow these steps:

- Select “Add Review”;
- Select the status flag that is appropriate to the situation ([list of flags can be found here](#));
- Additional comments in “Note” section should provide information needed for the educating district to resolve the issue;
- Save Flags.

### Flag resolution

After the flag issue is successfully resolved, the resident district shall remove the flag from the application. To remove a flag, the resident district should follow these steps:

- Select “Add Review”;
- Select “Clear Flags & Approve to Pay.”

# Timeline for Application Process

## Period 1

Student enrollment from July 1, 2016 – Dec. 31, 2016

Initial Data Load: March 20 – April 28, 2017

Educating districts will review students in the tuition system. The educating district can make the necessary changes in EMIS if student data needs updated. It is beneficial to make changes as early as possible to ensure the data are correct.

Resident districts can review, approve and flag applications during this period. Reviewing the applications early and often allows the maximum time to resolve conflicts.

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*ANY DATA CHANGES THAT NEED TO BE MADE THROUGH THE DATA COLLECTOR OR EMIS SHOULD BE MADE NO LATER THAN APRIL 27, 2017.*

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Review and Flag Resolution Period: May 1 – May 31, 2017

Districts can review their information and place flags, as needed. The last day for a flag to be placed on an application is May 31, 2017.

### Flag escalation and challenge payment

A district can challenge a payment and escalate a flag through the close of the Fiscal Year 2017 Funding Appeals window. [Click here](#) for the EMIS calendar.

## Period 2

Student enrollment from Jan. 1 – June 30, 2017

Initial Data Load: May 1 – July 15, 2017

Educating districts will review students in the tuition system. The educating district can make the necessary changes in EMIS if student data needs updated. It is beneficial to make changes as early as possible to ensure the data are correct.

Resident districts can review, approve and flag applications during this period. Reviewing the applications early and often allows the maximum time to resolve conflicts.

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*ANY DATA CHANGES THAT NEED TO BE MADE THROUGH THE DATA COLLECTOR OR EMIS SHOULD BE MADE NO LATER THAN JULY 14, 2017.*

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Review and Flag Resolution Period: Aug. 1 – 31, 2017

Districts can review their information and place flags, as needed. The last day for a flag to be placed on an application is Aug. 31, 2017.

### Flag escalation and challenge payment

A district can challenge a payment and escalate a flag through the close of the FY17 Funding Appeals window. [Click here](#) for the EMIS calendar.

## Flags

### Area coordinator flags

- DENIED\_TUITION\_STUDENT – Area coordinator determines from escalation flag and comments, deny payment for tuition application.
- APPROVED\_TUITION\_STUDENT – Area coordinator determines from escalation flag and comments, approve payment for tuition application.

### Escalation flags

- UNRESOLVED\_CONFLICT – Either the educating or resident district can place a flag to escalate an issue to an Ohio Department of Education area coordinator for flag resolution. This flag is available only if another flag has been in place for longer than seven days. Comment required to place flag.
- PAYMENT\_INCORRECT – Either the educating or resident district can place the flag to challenge payment after the payment/deduction occurred. Comment required to place flag.

### Educating district flags

- NOT CLAIMING TUITION – The educating district repeals the application for tuition.

### Resident district flags

- AGE\_INVALID – Student is less than 5 years old or greater than 22 years old.
- NOT\_RESIDENT\_DISTRICT – Student's natural/adoptive parent is/was not a resident of district as required by Ohio Revised Code 3313.64 (C).
- COURT\_ORDER\_REQUESTED – Court order requested to verify the responsible district.  
*The tuition program in ODDEX does not have the functionality to collect support documentation, such as court orders. Districts should submit support documentation through a mutually agreed upon method, such as email. Districts should maintain support documentation and make it available to the Department upon request.*
- DATA\_QUALITY\_ISSUES – This flag is the only flag that will allow the application to proceed to payment. The resident district will need to enter a comment to provide clarification to the educating district on the noncritical data quality issue. An example of a data quality issue is an incorrect disability condition entered in the system.
- TUITION\_WAIVER – Student entitled to attend educating district per ORC 3313.64 tuition waiver; educating district not entitled to charge tuition.
- SSID\_MISMATCH – SSID does not match or possible duplicate SSID issued.

## Application Payment/Deduction

### Application included in payment/deduction

- Applications that are “Approved to Pay – No Flags” by the resident district.
- Applications that have automatically approved due to 30-day timer.
- Ohio Department of Education Area Coordinator flag to approve application for payment.

### Timeline for payment/deduction

Approved applications will proceed to the payment process.

### Example Payment Schedule:

*These are not the exact dates or payment schedules; this information is only to illustrate the payment process.*

| Application approved by resident district (Review No Errors) | Application auto approved | Application approved by area coordinator flag | Date data pulled for Foundation Payment | Date of Foundation Payment |
|--|---------------------------|---|---|----------------------------|
|  | 05/31/2017                |   | 05/19/2017                              | 06/02/2017                 |
| 05/01/2017   |                           |   | 05/05/2017                              | 05/19/2017                 |
|  |                           | 06/01/2017                                    | 06/02/2017                              | 06/16/2017                 |

## Reports

An EMIS report is available in the data collector. This report allows a district to review its students educated elsewhere. In addition, the district can also view the students it is educating that are the responsibility of another district.

# Flag Resolution Process

1) Tuition System does not accept support documentation uploads 2) Best practice is to submit support documentation through email between districts

