

**EF-S-214 High Cost Out of District**  
**Special Education Tuition & Board Report Instructions**

Open date: March 1

Due date: April 15

HIGH COST THRESHOLD AMOUNTS ARE LISTED AT THE TOP OF THE FORM IN NEO

**ONLY STUDENTS WITH TUITION COST ABOVE THE  
SPECIFIED THRESHOLDS SHOULD BE INCLUDED IN THE  
REPORT.**

**Part I: Special Service Director completes the report and submits to Business Manager**

**WHEN CALCULATING THE TUITION COST PLEASE DO NOT  
INCLUDE RELATED SERVICES  
like 1 on 1, Ed Tech, Speech, OT, PT, Transportation, etc.**

**My district does not have out of district placements, what do I do?**

This report is required to be submitted by each SAU even if there are no students to report.

- ❖ Click the  **No Students to Report** box instead of entering students, click ready to certify this will send the report to the business manager for him/her to submit to DOE.

**Important Information Before You Begin:**

- **Project the tuition cost for the full current fiscal year**
- **Only costs for tuition/board are to be reported, do not include costs for related services.**
- **State Agency Clients: Do not include state agency clients on this report.**
- **You must first use the “Import Out Placement” function.**
- **Only use the “Add Student” function for students that did not come in using the Import Out Placement function.**

## ➤ Enter Tuition Data

### **Step 1. Compile the list of students who have been placed Out of District.**

*Hint\* Gather information before the report is open for data entry.*

Please compile a list of your SAU's students who are in an out-of-district placement for the **current** school year for which your SAU paid Special Education tuition and board. The list should include the following required information:

- State student ID number
- Complete student name
- Student's Date of Birth
- Name of entity that the student has been placed
- Special Education tuition and board costs for these students, do not include related costs
- and, if costs were paid with local funds or federal funds

### **Step 2. Log into the NEO system**

Personnel with the role of "Special Education" who has already established a username and password may access this report in the NEO system by following the link below.

<https://neo.maine.gov/DOE/NEO/Accounts/>

Personnel with the role of "Special Education" who have not established a username and password must request a NEO – special education modular username and password by emailing a request to [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov).

### **Step 3. Click on the Special Education tab.**

### **Step 4. Click on Forms.**


### **Step 5. Click on EF-S-214.**


\*If you are responsible for more than one SAU, choose the School Administrative Unit for which you are reporting.

### **Step 6. Click "Create" in the Navigation Column**

### **Step 7. Add Students -**

- a. Click on the "Import Out Placements" button, this will import the student who have a valid concurrent enrollment.

Import Out Placements 

- once the data has been imported please check for accuracy, remove students who the SAU did not pay tuition and/or board for, please do not leave \$0.00. 
- remove any duplicate students and enter tuition in one line for the same placement.
- Only add students that meet the specific placement and threshold criteria. Listed at the top of the EF-S-214 form.

- b. Some students may not import using the “Import Out Placement” function. You will need to use the “Add Student” function to manually add them.

Click “Add Student”

**\*\* If the correct placement is not in the drop-down list it is very likely that the student does not have a valid concurrent enrollment. You will not be able to list the student without a valid concurrent enrollment. \*\***

- Enter the student’s State ID and click “Search”.
- NEO will populate the students name and date of birth. Verify that the student populated is the correct student information.
- Select the student’s placement from the “Attending District/Program” drop down list.
- Choose the appropriate column (Elementary/Secondary- Local or Federal Funds) to enter tuition and board expenditure totals for that student’s placement. Click “Add”
- *Do not include related services or “regular” education expenditures.*

\*Continue to add students and their placements as needed\*

*Hint\* Click the “Save as Draft” button often.  
The session will time out after a period of time; if you haven’t saved your data before the session times-out, the data will be lost.  
Please save often!*

**Step 8.** Once you are confident that the data is correct please consult with your Business manager to reconcile with his/her Special Education Tuition/Board Expenditures reported in NEO financials, click “Ready to Certify”

**\*\* “Special Service Director” is the only role that can click “Ready To Certify” \*\***

**Step 9.** Contact your business manager and let him/her know that the EF-S-214 has been entered and ready for him/her to verify that your grand totals reconcile with your Business manager’s Special Education Tuition/board expenditures reported in NEO financials.

## **Continue to Part II: Business Manager Certifies and Submits to Maine DOE**



## Part II: Business Manager Certifies and Submits to Maine DOE

**The superintendent does not certify and submit this report. The only time he/she performs this task is when the SAU does not employ a business manager**

### ◆ **Business Managers must have two roles in NEO to certify and submit the EF-S-214**

Business Managers with the role of “Business Manager” and “SAU Local Administrator” who have already established a username and password may access this report in the NEO system by following the link below.

<https://neo.maine.gov/DOE/NEO/Accounts/>

\*Business Managers who have not established both roles may contact the help desk by emailing a request to [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov).

### ➤ **Reconcile → Submit to DOE**

**Step 1.** Once logged in, the business manager will make sure that the **Grand Totals in both the EF-S-214 and the NEO Financials reconcile and are coded correctly.**

xxxx =Fund 1000 General Fund or 2470 Local Entitlement

- **Public school tuition**
  - Tuition for time spent in resource rooms
    - xxxx-2200-1000-5610-950/990
  - Tuition for time spent in self-contained room
    - xxxx-2300-1000-5610-950/990
- **Regional program school tuition**
  - xxxx-2300-1000-5610-950/990
- **Private school tuition**
  - xxxx-2300-1000-5630-950/990
- **Out of State tuition**
  - xxxx-2300-1000-5620-950/990
- **Boarding cost for private schools**
  - xxxx-2300-1000-5140-950/990

**Step 2.** Once the reports reconcile, the report is ready to submit to Maine DOE. Business manager clicks “Certify and Submit to DOE.” This will send the EF-S-214 to Maine DOE and will remain in “Ready for Approval” status until Maine DOE staff looks at the report.

- ✓ the submission date will automatically populate in the DC&R Calendar
- ✓ DOE staff will accept or reject the EF-S-214 for accuracy you will be notified via email of the Maine DOE’s acceptance or rejection.

If you have questions regarding the completion of EF-S-214, please contact Stephanie Clark at [stephanie.clark@maine.gov](mailto:stephanie.clark@maine.gov) (2214) 624-68214.