

## FY 2024–25 Extraordinary Cost Pool (ECP) Claim & Necessary Small SELPAs ECP Mental Health (NSS ECPMH)

### Overview

Pursuant to [Education Code 56836.21](#), the Extraordinary Cost Pool (ECP) program reimburses the cost of non-public, nonsectarian school (NPS) placements and special education and related services for student(s) who reside in an licensed children's institution (LCI) for the costs exceed the Annual threshold. If funds are insufficient, a proration factor will be applied to the calculation.

- FY 2024–25 Total Funding Available - \$20M
- FY 2024–25 Claim Threshold per Student - \$98,992.16
- NSS Threshold is lesser of \$98,992.16 or 1% of FY 2019-20 SELPA Net Entitlement

Special education local plan area (SELPA) receives funding for the reimbursement of its member local educational agencies' (LEAs) claim.

### ECP Claims Submission Requirements and Due Date

To avoid a potential fiscal impact to an LEA's ECP funding, it is important that LEAs adhere to the following instructions:

1. An electronic data submission through the Principal Apportionment Data Collection (**PADC**) **Web Application by October 31**, and
2. Hard copy submission of supporting document must be **mailed** to the following address, **postmarked by October 31**:

California Department of Education  
School Fiscal Services Division  
Principal Apportionment Section  
Attn: ECP Analyst  
1430 N Street, Suite 3800  
Sacramento, CA 95814

- All electronic data submission must be fully certified at the COE level to the California Department of Education (CDE) by the deadline. Claims that are not fully certified are considered late and will not be accepted.
- Only submit a total claim that is equal or greater than the listed threshold of \$98,992.16. Do not submit any ECP claim below the threshold.
- If a student has ECP eligible expenses from more than one NPS, a single application can be submitted by selecting a secondary NPS in PADC under the associated student, the option is presented as a drop-down selection.
- If you are an NSS submitting expenses for a student who is eligible for both ECP and NSS ECPMH claims, please ensure that you submit eligible expenses separately in PADC under each respective claim type. Do not combine or submit a unified application under a single claim type. For example, ECP expenses must not be included in an NSS ECPMH claim, and vice versa. The threshold for the student will only be applied once across the two programs.
- Only NPS/LCI that are CDE-certified or have an approved State Board of Education waiver are included in the PADC web-based application. LEAs should contact CDE well in advance of the October 31 submission deadline if the NPS/LCI is not in the PADC to allow adequate time to meet the statutory deadline for ECP claim submission.

Supporting documentation **must** include the following for each ECP claim submission to process the reimbursement. Incomplete packages may result in no reimbursement or a reduced claim amount:

- A printout of each student's ECP claim report including the Record Information page for each claim.
- Only copies of **paid invoices** to support the student's claim with the assigned student record number clearly labeled on all documents.
  - Note: "student record number" refers to the identifier of each individual claim record in PADC, **not the student's SSID**.
- Due to the confidential nature of these invoices, **redact all the students' personally identifiable information** such as name, SSID, date of birth, etc.
- CDE strongly recommends that LEAs include the Extraordinary Cost Pool Supplemental Form provided by the CDE with each ECP claim. This form assists LEAs in recording monthly expenditures for each student's claim and reporting the total costs in PADC and helps CDE reconcile monthly costs associated with the invoices. The form can be found on the Special Education ECP web page at <https://www.cde.ca.gov/fg/aa/se/senpslciiecp.asp>.
- **DO NOT** include attendance records or any other documents that do not have cost information associated with the claim.

## ECP Claims Review

LEAs are required to track and maintain records of each student's record number to the student's identity and their expenditure reports.

- Reported claim costs that are not supported by the invoice will result in CDE reaching out directly to the LEA for supporting documentation, if a response to the inquiry is not received within timeline requested by CDE there will be an adjustment to the amount claimed.
- If CDE cannot determine the eligibility of a cost or to which student the cost is assigned, CDE will reach out directly to the submitting LEA for further clarification. If a response is not received within the timeline requested by CDE, CDE will reduce the claim by the cost in question.
- The following ineligible costs should not be included in the **ECP** claims:
  - Nonpublic Nonsectarian Agency
  - NPS's not certified by CDE
  - Legal Costs
  - Mental Health Services (NSS ECPMH Eligible)
  - Residential Care (NSS ECPMH Eligible)
  - Room & Board (NSS ECPMH Eligible)
  - Parent reimbursement related to travel, per diem
  - Meal Costs
  - Invoices (costs) outside of the fiscal year of the claimIf any of the above costs are included, the claim will be directly adjusted by the CDE.
- Please note that Mental Health Services, Residential Care and Room & Board are eligible expenses for NSS ECPMH claims.

For additional instruction on submitting ECP Claims in PADC, please refer to the [PADC User Manual v 2024-25-1.0](#).

If you have any questions, please call, or email the Principal Apportionment Section at 916-324-4541 or [PASE@cde.ca.gov](mailto:PASE@cde.ca.gov).