Georgia Department of Education
Division for Special Education Services and Supports

Instructions for completing the application for
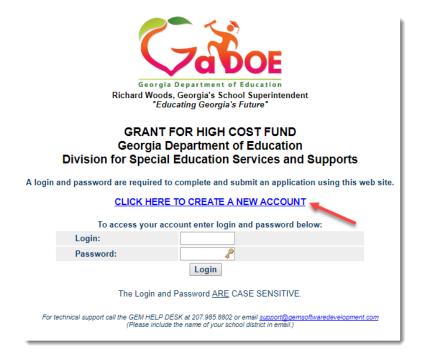GRANT FOR HIGH COST FUNDS

GEM Software Development, Inc
Kennebunk, Maine 04094
207 985-8802
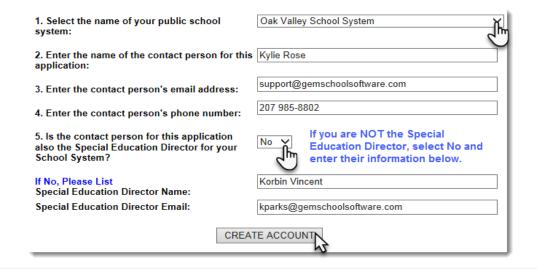support@gemschoolsoftware.com

Table of Contents

Creating an Account and Logging In

To get started, enter https://www.gahcf.org/ into the address bar of your browser. If you do not already have an account, click the link called: **CLICK HERE TO CREATE A NEW ACCOUNT**.

Create an Account

- On the Create Account page, select your school system from the drop-down menu on question 1.
- For questions 2 – 4 enter your contact information. Be sure to double check the email address entered to assure there are no extra spaces or typos.
- If you (the applicant) are also the Special Education Director for the school system, select 'Yes' for question number 5. You can then proceed to **CREATE ACCOUNT**.
- If you are not the Special Education Director for your school system, select 'NO' on question 5. You must then enter the name and email address for your Special Education Director before clicking **CREATE ACCOUNT**.
- If an account has already been created using the email address you entered, you will receive the following message: An Account has already been created using this Email Address. In this case you can proceed to login because you have already created an account. If you did not previously create an account with this email address or if you forgot your login and password, please email support@gemschoolsoftware.com.

Once you click Create Account, a new login and password will appear on your screen and you will be sent an email with the account information as well. If you identified a Special Education Director other than yourself, they will also receive an email letting them know that the account has been created and they will be asked to review and certify the application when it is complete.

An account has been Successfully Created for Steven Douglas.

Use the following information to access the application:

Login: NewlOgin
Password: 123Ab45

An email was sent to testing2@gemsoftwaredevelopment.com with this login information
In addition, an email was sent to testing@gemsoftwaredevelopment.com with login information for approving applications when submitted.
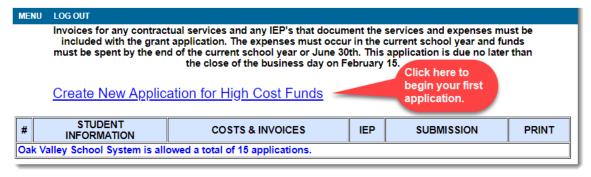
Return to Login Page

Logging In

Once your account has been created, you can log in and start your application. Enter your login and password in the spaces provided and click **Login**. Please keep in mind that both logins and passwords are case sensitive. So, if you have any capital letters in your login or password, they must be entered as capital letters.

GRANT FOR HIGH COST FUND
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A login and password are required to complete and submit an application using this web site.

CLICK HERE TO CREATE A NEW ACCOUNT

To access your account enter login and password below:

Login:
Password:

Enter login and password here

Login

The Login and Password ARE CASE SENSITIVE.

Creating a New Application

After you log in, you will see a link to create a new application and a table that will enable you to navigate through and manage each application. Click on Create New Application for High Cost Funds to begin your first application. This will take you to the **Student Information** page.

MENU   LOG OUT

Invoices for any contractual services and any IEP's that document the services and expenses must be included with the grant application. The expenses must occur in the current school year and funds must be spent by the end of the current school year or June 30th. This application is due no later than the close of the business day on February 15.

Click here to begin your first application.

Create New Application for High Cost Funds

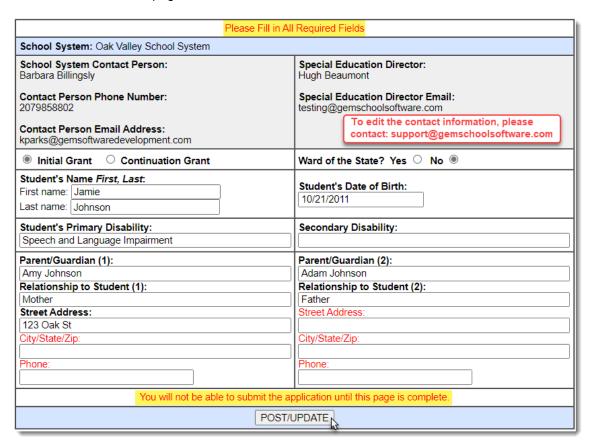| #	STUDENT INFORMATION	COSTS & INVOICES	IEP	SUBMISSION	PRINT
Oak Valley School System is allowed a total of 15 applications.					

Student Information Page

The top of the **Student Information** page is a gray section that contains the contact information you entered for yourself and for your Special Education Director (if other than yourself). This information cannot be edited at this point. If you notice a mistake, please contact support@gemschoolsoftware.com.

Complete the rest of the form and click **POST/UPDATE** to save your work. If you need to make a change or fix an error for any section except the top gray section, you can do so at any time until you mark the application complete during the submission process.

Each page has fields that are required before the application can be submitted. All of the fields on this form are required except for a Second Disability and Parent/Guardian (2). However, if you enter a name for Parent/Guardian (2) you will be required to enter their contact information.

Once you are ready to leave the page, you can either choose to return to the Menu or go to the next page using the navigation links at the bottom of the page.

Menu & Application Table

Once you have entered the student's name on the Student Information form and click **Post/Update**, it will create a new row on the **Applications Table** on the **Menu**.

Each application will be organized by the student's last name. A unique Application ID will be created for each application and you will see the ID listed below the student name. If you click on the student's name, you will return to the Student Information page.

Each of the other application sections are accessible through the corresponding buttons in the application row. Sections that are not complete appear in red, so you will know instantly which sections and applications are not complete.

Each school system is allowed a certain number of applications per any given school year based on the October child count. The number of applications allowed for your school system is listed at the bottom of the Applications Table. You will not be able to create more applications than are allowed for your district.

Create New Application for High Cost Funds

Sections in Red are not complete

#	STUDENT INFORMATION	COST WORKSHEET	IEP	SUBMISSION	PRINT
1.	Johnson, Jamie ID: 1 Complete	Cost Worksheet Not Complete	IEP Not Complete	Submission Not Submitted	Print

Oak Valley School System is allowed a total of 15 applications.

The # of applications allowed is listed here.

Cost Worksheet

PROVIDE THE SPECIFIC and/or PRORATED COST BREAKDOWN TO MEET THE UNIQUE NEEDS OF THIS HIGH COST CHILD. (Total cost of over $27,000 should be used as the minimum to be considered in the application). *All services calculated for cost must be included in the student's IEP.* ALL ITEMS MUST INCLUDE SPECIFIC, VERIFIABLE CHARGES.
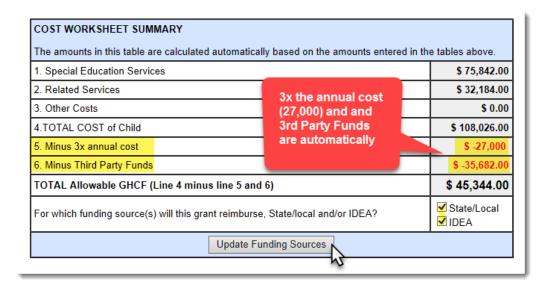
Enter the Category of Expenditure, Description of Service Provided and Amount under the category where you would like to detail your cost breakdown. When you click **Update** for the corresponding table, an additional blank row will be added to the table for any additional entries that you would like to add to that category. When entering dollar amounts, please DO NOT use dollar signs or commas, or the dollar amounts may not calculate properly. Continue this process until you have entered your entire cost breakdown for the student during the IEP period.

Near the bottom of the **Cost Worksheet**, you will see the **Cost Worksheet Summary**. This table calculates the amount entered in the tables above. Three times the annual cost (#5 which is $27,000) and any amount entered into the Third Party Funds table (#6) will be automatically deducted from the Total Cost of the Child (#4). The last line (line #4 minus line #5 and #6) is the **Total Allowable GHCF.** On the bottom of the table you must select State/Local and/or IDEA funds as the funding source the grant will reimburse and click **Update Funding Sources.**

COST WORKSHEET SUMMARY

The amounts in this table are calculated automatically based on the amounts entered in the tables above.

1. Special Education Services	$ 75,842.00
2. Related Services	$ 32,184.00
3. Other Costs	$ 0.00
4. TOTAL COST of Child	$ 108,026.00
5. Minus 3x annual cost	$ -27,000
6. Minus Third Party Funds	$ -35,682.00
TOTAL Allowable GHCF (Line 4 minus line 5 and 6)	$ 45,344.00
For which funding source(s) will this grant reimburse, State/local and/or IDEA?	☑ State/Local ☑ IDEA

3x the annual cost (27,000) and and 3rd Party Funds are automatically
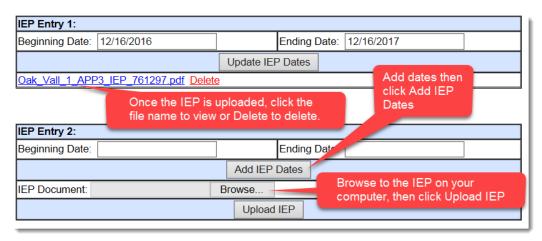
Update Funding Sources

IEP Upload

You must provide a copy of the student's current Individual Education Program (IEP) outlining the services for the high cost child. You may upload more than one IEP to cover the time period of this grant application. Each time you upload an IEP, a new blank row will be provided to upload an additional IEP. Please include the Start and End Dates for each IEP.

To upload a PDF:

1. Enter the beginning and ending dates of the IEP and click **Update IEP Dates**
2. Click the **Browse** button to navigate to the document on your computer
3. The document selected must be a PDF file
4. Click the **Open** button on your browser window
5. Click **Update IEP** to upload your PDF file
6. The document will be renamed automatically
7. To delete a document and start over click the **DELETE** button
8. Click on the document name to view the uploaded file
9. Each time you upload an IEP a second IEP upload table will be available for additional IEPs

IEP Entry 1:
Beginning Date: 12/16/2016   Ending Date: 12/16/2017
Update IEP Dates
Oak_Vall_1_APP3_IEP_761297.pdf Delete

Once the IEP is uploaded, click the file name to view or Delete to delete.

Add dates then click Add IEP Dates

IEP Entry 2:
Beginning Date: Ending Date:
Add IEP Dates
IEP Document: Browse...

Browse to the IEP on your computer, then click Upload IEP

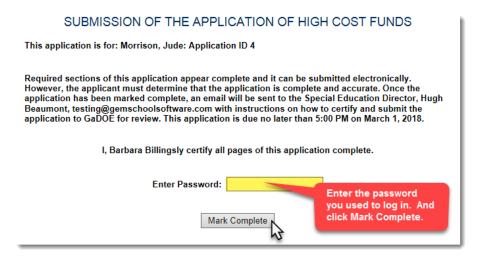Upload IEP

Submission and Marking Complete

Before each application can be submitted, it must be marked complete. If any pages are not complete, you will see a list of the pages that are incomplete when you navigate to the **Submission** page. You can access the pages by clicking on the links

SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS

NOTICE: Applications will not be accepted after the deadline of 02/15/2022 at 5pm.

This application is for: Johnson, Jamie: Application ID 1

This application is not ready to be marked complete.
Cost Recovery is not complete

IEP Information is not complete

Click the links to access the incomplete pages

Print Application

« BACK: IEP   **MENU**   **PRINT**

You can also look at the table on the Menu to see which pages are complete and access the pages by clicking on the corresponding buttons.
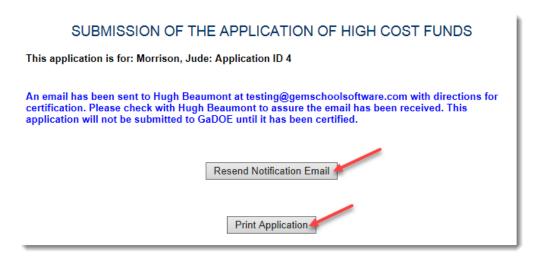
Once you have completed all of the pages of the application and have navigated to the **Submission** page, you will be asked to enter your password to certify (as the applicant) that the application is accurate and complete. Once you enter your password and click **Mark Complete**, an email will be sent to the Special Education Director that you identified when you created this account.

The Special Education Director has to certify the application before it will be submitted to GaDOE for review.

SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS

This application is for: Morrison, Jude: Application ID 4

Required sections of this application appear complete and it can be submitted electronically. However, the applicant must determine that the application is complete and accurate. Once the application has been marked complete, an email will be sent to the Special Education Director, Hugh Beaumont, testing@gemschoolsoftware.com with instructions on how to certify and submit the application to GaDOE for review. This application is due no later than 5:00 PM on March 1, 2018.

I, Barbara Billingsly certify all pages of this application complete.

Enter Password:

Enter the password you used to log in. And click Mark Complete.

Mark Complete

The application will be <u>locked to any changes</u> at this point. You will still be able to access the pages of the application, and print the entire application, but you will no longer be able to make any changes.

You will receive a confirmation message that the email has been sent to the Special Education director, but you may want to confirm with them that it was received and it is not in their junk mail folder. If they did not receive it, you can click **Resend Notification Email** at any time.

Special Education Director Certification/Submission

The application **will not be submitted** to the GaDOE for review until it has been certified by the Special Education Director.

Each time an application has been marked complete by the applicant, an email will be automatically sent to the Special Education Director with instructions on how to log in and certify the application.

If you are the applicant __AND__ the Special Education Director, you will use the same password to certify/submit the application that you used to mark the application complete. You do not need to log out and back in to complete this process.
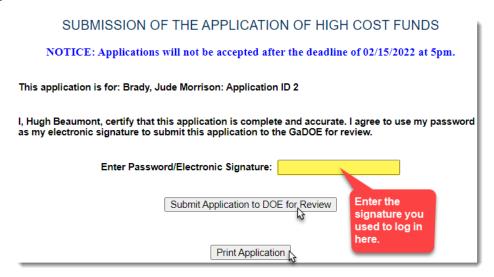
The email that you will receive as the Special Education Director will contain a link to the application site, a login, a password and the ID of the application that has been completed.

- Click on the link to application website and enter your login and password.
- If your district has more than one application, locate the Application ID (from your email) in the **Student Information** column of the table on the first page. (In the example below we are looking for ID:3).
- In the same row of the identified ID# on the right you will see the **Submission** column. If the application has been marked complete, it will say Awaiting Director Certification in red. Click **Submission**.

  ***If your school system has several applications, you can click on **Submission** for each application that says Awaiting Director Certification and continue with the certification process. You do not need to wait for each email or log in/out for each application.

#	STUDENT INFORMATION	COST WORKSHEET	IEP	SUBMISSION	PRINT
1.	Brady, Jude Morrison ID: 2 Complete	Cost Worksheet Complete	IEP Complete	Submission Certified & Submitted	Print
2.	Cleaver, Theodore ID: 3 Complete	Cost Worksheet Complete	IEP Complete	Submission Awaiting Director Certification	Print
3.	Johnson, Jamie ID: 1 Complete	Cost Worksheet Not Complete	IEP Not Complete	Submission Not Submitted	Print
Oak Valley School System is allowed a total of 15 applications.					

- On the Submission page, you can click Print Application to review the entire application.
- Enter the password you used to log in as your electronic signature to certify and submit the application. Click Submit Application to DOE for Review.

SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS

NOTICE: Applications will not be accepted after the deadline of 02/15/2022 at 5pm.

This application is for: Brady, Jude Morrison: Application ID 2

I, Hugh Beaumont, certify that this application is complete and accurate. I agree to use my password as my electronic signature to submit this application to the GaDOE for review.

Enter Password/Electronic Signature: [_____]

[Submit Application to DOE for Review]

Enter the signature you used to log in here.

[Print Application]

- Once the application has been certified and submitted it will be sent to GaDOE for review and you will receive a confirmation message.

SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS

This application is for: Morrison, Jude: Application ID 4

This application has been certified by the Special Education Director and has been submitted to the GaDOE for review.

[Print Application]