

Annual Program Cost Sheet Instructions – Program Year 2025-2026

ANNUAL PROGRAM COST SHEET MUST BE MAILED TO THE JURISDICTION/AGENCY WITHIN 5 SCHOOL DAYS OF ENTRY DATE THIS CURRENT FY, DISCHARGE DATE, or SERVICE REVISION DATE

Faxed, illegible or electronically submitted documents are not accepted at the MSDE. **Color** is used to indicate drop down menus. Documents do not need to be provided in color.

- Part I:**
- Student's Name** - Provide student's last name, first name and middle name. Enter NMN for student with no middle name.
 - Jurisdiction/Agency** - Use the drop down menu to identify the fiscally responsible jurisdiction or agency. Agencies are listed last.
 - DOB** - Enter child's date of birth MM/DD/YY.
 - Gender** - Use the drop down menu: 1 = Male, 2 = Female.
 - Ethnicity - Hispanic/Latino** - Use the drop down menu to indicate Yes or No.
 - Race** - Use the drop down menus. Each category must be completed. "0" indicates the race is not selected. "1,2,3,4,5" indicates the race is selected. More than one race may be selected for a student. Race selection must be consistent with LSS records.

AI/AN (0 or 1) - American Indian or Alaskan Native	NW/OPI (0 or 4) - Native Hawaiian or Other Pacific Islander
Asian (0 or 2) - Asian	White (0 or 5) - White
B/AA (0 or 3) - Black or African American	
 - Federal Census Disability Codes** - Use the drop down menu to indicate the disability code consistent with the current IEP.

01 - Intellectual Disability	06 - Emotional Disability	12 - Deaf-Blindness
02 - Hearing Impairment	07 - Orthopedic Impairment	13 - Traumatic Brain Injury
03 - Deafness	08 - Other Health Impairment	14 - Autism
04 - Speech or Language Impairment	09 - Specific Learning Disability	15 - Developmental Delay
05 - Visual Impairment	10 - Multiple Disabilities	
 - Grade** - Use the drop down menu to indicate the grade for the current school year. Grade must be aligned with LSS grade notation.
 - 92 = Preschool, Ages 3 - 5; 91 = Kindergarten; 01-12 = Grades 1 through 12.
 - Number of years the student has been enrolled in school after Kindergarten (including the current year) adjusted by subtracting the number of times he/she was not promoted and/or adding the number of times he/she was accelerated. Grade must be aligned with LSS grade notation.
 - Unique ID** - Enter Unique Student Identification Number - This is the State 10 digit identification number.
 - Medical Assistance Eligible** - Use the drop down menu to indicate Yes, No, Pending or Unknown.
 - Medical Assistance Number** - If student is eligible, provide current MA number.
 - Entry Date this Current FY** - Record date student began program (month, day, year). Align billable "Days" in part III with this date.
 - Discharge Date** - Record date student was discharged from the program (month, day, year). Adjust billable "Days" in part III as appropriate.
 - Residential Program Cost Sheets Entry & Discharge Dates** - Record both Education (E) and Residential (R) dates in the format: E MM/DD/YY - R MM/DD/YY.
 - Service Revision Date** - Record date service is revised as a result of an IEP team decision (month/day/year).
 - Discharge, Revision and/or Correction-Explain:** Identify the child's new education placement or reason for discharge, the service change as the result of an IEP team decision, or reason for document correction. *Examples, Discharge- Graduated: Revision-Occupational Therapy-end service: Correction: Spelling of Name*
- Part II:** **School Information** is completed and locked by the MSDE. This information is taken directly from the budget packet and school calendars. The MSDE must be notified in writing and by submission of corrected budget packets of any changes within 30 calendar days which occur during the fiscal year. Revisions will be made by the MSDE as appropriate. The revised MSDE cost sheet must be provided to funding jurisdictions/agencies for each child within 10 business days.
- Part III:**
- A. Standard Education and Related Services** - Indicate the number of billable days.
 - B. Residential Services** - Indicate the number of billable days.
 - C. Extended School Year** - Based on the approved IEP, indicate the number of billable days.
 - Section D: Related Services/Supplementary Aids and Program Modifications**
 - Standard Related Service** - Based on the approved IEP, record the number of units of standard service the student will receive for the program year.
 - Billable Units of Service** - Based on the approved IEP, record the number of units of service the student will receive in addition to the standard related service.

$$\text{Standard Related Service Hours} + \text{Billable Units of Service} = \text{Total IEP related service hours to be provided to student (total does not appear on document)}$$
 A student enrolled for a partial school year: billable days and service hours are calculated based on the calendar, Entry Date this Current FY and Discharge Date. If a student's IEP requires a service without an approved rate, contact the Nonpublic Special Education Section, at the MSDE. (410 767-0243)
- Part IV:** **Assurances:** Director of Education signs and dates the Annual Program Cost Sheet AND Director of Finance signs and dates the Annual Program Cost Sheet. These signatures verify the accuracy of the document and certify the anticipation/provision of indicated services. Signatures assure the limit of costs anticipated/recovered for services.

DEFINITIONS and EXPLANATIONS

- A. Standard Education and Related Services** - Approved cost of education and related services included in the program rate (identified in school budget form 1A).
 - Days** - Indicates number of days student is expected to receive services.
 - Per diem \$** - Approved daily rate is entered and locked by the MSDE.
 - B. Residential Services** - Approved cost of residential services including standard related services for all students in the program (if applicable).
 - Days** - Indicates number of days student is expected to receive residential services.
 - Per diem \$** - Approved rate is entered and locked by the MSDE.
 - Placing Agency** - Local agency(ies) responsible for oversight of the child's plan of care.
 - Funding Source** - Identifies source(s) of fund(s) and the agency(ies) fiscally responsible for residential/treatment and related services.
 - Direction:** Use the drop down menus to indicate appropriate information. Two response fields are provided for co-placed/co-funded cases.

AW - Autism Waiver Residential Habilitation	DJS - Department of Juvenile Justice	MSDE - Maryland Department of Education*
CSA - Core Service Agency	DSS - Department of Social Services	MA - Medical Assistance
DDA - Developmental Disabilities Administration	HC - Home Circumstances*	PP - Parent Placement
DHMH - Department of Health & Mental Hygiene	LSS - Local School System	PI - Private Insurance

 * Requires MSDE pre approval
 - C. Extended School Year** - Approved cost of extended school year services (applicable for student if approved by IEP team).
 - Days** - Indicates number of days student is expected to receive services.
 - Per diem \$** - Approved rate is entered and locked by the MSDE.
 - D. Related Services, Supplementary Aids, Program Modifications** - Related service rates must be approved by the MSDE. The MSDE approved rates are entered and locked in the "**Rate per Unit of Service**" column. The "**Education/Residential**" column identifies service related to (E)ducation or (R)esidential. "**Unit of Service**" is recorded as (H)ourly or (F)ixed. **Standard Related Service** reports the number of IEP related service hours to be provided which are included and calculated in standard per diem rate. The cost of this service is included in the Standard Education and Related Service program rate (IIIA). **Billable Units of Service** reports the number of hours of IEP related service to be provided in addition to the standard related services. The cost of this service is **not** included in the Standard Education and Related Service program rate (IIIA).

$$\text{Standard Related Service Hours} + \text{Billable Units of Service} = \text{Total IEP related service hours to be provided to student (total does not appear on document)}$$
- NOTE:** Annual Program Cost Sheet is designed in Microsoft Excel. Calculations for "ANNUAL SERVICE", "COST", "SUBTOTAL" and "TOTAL PROGRAM COST" are included.