# ESSER Equitable Services Spreadsheet Instructions

**How are Nonpublic Equitable Services Calculated?**
To calculate the proportion of the ESSER allocation to be set aside for nonpublic equitable services and determine the equitable service amount per building, a district must determine the proportion of district students who are low-income who are enrolled at a nonpublic building. The following information is required for this calculation.

- The total number of low-income students enrolled at the public district who are from a Title I served public school attendance area;
- The total number of low-income students who reside in the public district but are enrolled at a nonpublic school (in-district or out-of-district) and who are from a Title I served public school attendance area;
- Which nonpublic schools wish to participate and which schools do not wish to participate in ESSER services; and
- The ESSER allocation Amount.

**How to use the Equitable Services Calculation Table**

1. Enter the district IRN in Cell C7 (pink box). Providing the IRN will pull the district's Total ESSER Allocation Amount into the Calculation Table in Cell D9.
2. Enter the Total Public District Low-Income Student Count from Title I served Attendance Areas in Cell D10 (blue box).
    a. This number comes from the total of the low income counts for served public buildings as listed on the FY21 Building Eligibility page.
    b. **To find this number, follow the instructions on page 3** depending on how the district uses their Free/Reduced Lunch data.
3. Enter the Total Nonpublic Low-Income Student Count from Title I Served Attendance Areas in Cell D11 (green box).
    a. This number is the total number of low-income students reported to Title I served buildings.
    **b. To find this number, follow the instructions on page 6.**

The Table will calculate the public district's total low-income count in Cell D12.
The Table will calculate the public district's nonpublic equitable service proportional share in Cell D13.
The Table will calculate the public district's total Nonpublic Equitable Services Set Aside Amount for the ESSER allocation in Cell D15.

4. Enter the number of students in all nonpublic buildings that reported data **but do not want to participate** in ESSER services in Cell C18 (orange box).
    a. If the public district has any nonpublic schools that have provided data but indicated that they did not wish to participate in services, those students are included in the proportional share but removed from the Per Pupil Amount process.

The Table will calculate the number of nonpublic low-income students from all participating nonpublic buildings based upon the information provided in Cell C18 and Cell D11. This result will be in Cell D20.
The Table will calculate the Per Pupil Amount (PPA) for each nonpublic low-income student for each participating nonpublic building in Cell D21.

**How to Set the Nonpublic Equitable Service Amount Per Nonpublic Building**

1. Go to the tab in the Excel spreadsheet named "NP Building Service Amount."
2. Type in all Nonpublic IRNs and Nonpublic Building Names of all buildings that provided low-income data, regardless of participation. Provide the Public District IRN and Name.
3. Use the Drop-Down option in Column E to identify if the building does or does not wish to participate in ESSER services.
4. Provide the Nonpublic Low-Income Student Count from all served Title I Attendance Areas in Column F (green boxes). **Go to page 7 for instructions.**
5. The sheet will automatically calculate the building nonpublic equitable service amount based upon the Per Pupil Amount identified in the Section 1117 Equitable Service Calculation Table and the Student Count provided in Column G.

**Example**

Public District has an ESSER Allocation Amount of $1,117,470.19. They determined using their FY21 Building Eligibility page that their served Title I Attendance Areas include a Total of 1,573.9606 low-income students (using Way 3, the CEP Identified Student Percentage). They use the Nonpublic School Data and the data gathered from a non-chartered, non-tax school to determine that they have a total of 45 nonpublic low-income students. However, 1 student from one of the reporting nonpublic schools is not participating.

| | | | |
|---|---|---|---|
| 9 | District ESSER Allocation | $ 1,117,470.19 | |
| 10 | **2. Enter Total District Low-Income Student Count, served buildings** | 1,573.96 | |
| 11 | **3. Enter Total Nonpublic Low-Income Student Count, served buildings** | 45 | |
| 12 | Total Low-Income Student Count *(cells D10 + D11)* | **1618.96** | |
| 13 | Proportionate Share for Nonpublic Schools *(cell D11 divided by cell D12)* | **2.78%** | |
| 14 | | | |
| 15 | Total NP Equitable Services of District Allocation *(allocation x D13)* | $ 31,060.78 | |
| 16 | | | |
| 17 | **4. Enter Low Income Count from** | | |
| 18 | **NONPARTICIPATING Nonpublics** | **1** | *Enter 0 if all PARTICIPATING Nonpublic Schools. |
| 19 | | | |
| 20 | Total Nonpublic Participating *(cell D11 - cell C18)* | 44 | |
| 21 | PPA for Participating Nonpublic Schools *(cell D15 divided by cell D20)* | $ 705.93 | |

The public district enters the specific nonpublic building count for the buildings on the NP Building Service Amount sheet. They set the Participation Status for the buildings. This sets the equitable service amount by building. Added together, this equals the amount identified for the total Set Aside.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | **Nonpublic IRN** | **Nonpublic Building Name** | **Public District IRN** | **Public District Name** | **Participation Status** | **Nonpublic Building Low-Income Student Count from Served Title I Attendance** | **Equitable Service Amount** |
| 2 | 000111 | Example 1 | 999999 | Example Public District | Participate in ESSER | 43 | $30,354.85 |
| 3 | 000112 | Example 2 | 999999 | Example Public District | Not Participate in ESSER | 1 | $0.00 |
| 4 | 000113 | Example 3 Non-Chartered | 999999 | Example Public District | Participate in ESSER | 1 | $705.93 |

**Determination of Public District Low-Income Data**

A public district must identify the number of students who 1) are identified as low-income and 2) reside in Title I served public school attendance areas. This information can be found in the FY21 CCIP Consolidated Application on the Title I-A Building Eligibility page. The data populated in this page comes from the Office of Integrated Student Supports *October Data for Free and Reduced Price Meals Report*. Districts may have edited this data for clarification per building grade spans, which is allowable so long as the data is from the same time frame (same month, for example).

A district may use their Free/Reduced Price Lunch data to set their Title I served buildings in one of three ways:

1. The district uses Free and Reduced Price Lunch data and is **not participating** in the Community Eligibility Provision. If this is the case, the Building Eligibility page should look like this:

| IRN | Building Name | Grade Span | Adjusted Enrollment | Low Income Students | | Sort Order (Asc) | Eligibility For Service | Eligible By Other Factors | Prev. Served (Insert notes into log) | Feeder Pattern or Rounding % of Low Income | Recalculation # of Low Income | Service |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Number | Percent | | | | | | | |
| [redacted] | | K-2 | 522 | 271 | 51.92 % | | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 3-5 | 535 | 260 | 48.60 % | | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 6-8 | 582 | 268 | 46.05 % | | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 9-12 | 715 | 246 | 34.41 % | | ☐ | ☐ | ☐ | | | None |
| Totals: | | | 2354 | 1045 | 44.39 % | | | | | | | |

2. The district participates in the Community Eligibility Provision (CEP) and **is using** the CEP Percentage to set their low-income percentages for their buildings. This is the CEP Reimbursement %. If this is the case, the Building Eligibility page should look like this:

| IRN | Building Name | Grade Span | Adjusted Enrollment | Low Income Students | | | | Sort Order | Eligibility For Service | Eligible By Other Factors | Prev. Served (Insert notes into log) | Feeder Pattern or Rounding % of Low Income | Recalculation # of Low Income | Service |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | FRPM Number | FRPM % | CEP Identified Student % | CEP Reimburse % | | | | | | | |
| [redacted] | | K-5,P | 338 | | | 65.38 % | 100 % | 1 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5,P | 285 | | | 63.51 % | 100 % | 2 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 288 | | | 58.68 % | 93.89 % | 3 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 6-8 | 558 | | | 51.79 % | 82.87 % | 4 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 338 | | | 46.75 % | 74.79 % | 5 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5,P | 392 | | | 40.56 % | 64.90 % | 6 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 392 | | | 37.50 % | 60.0 % | 7 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 333 | | | 31.23 % | 49.97 % | 8 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 6-8 | 615 | | | 40.98 % | 65.56 % | 9 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 9-12 | 1592 | | | 42.34 % | 67.74 % | 10 | ☑ | ☐ | ☐ | | | None |

| | | |
|---|---|---|
| Total Enrollment: | 5131 | |
| Total Low Income Number: | 3746.23 | |
| Total District-wide Low Income Percent: | 73.01 | % |

3. The district participates in the Community Eligibility Provision (CEP); however, it **is not using** the CEP Percentage for their low-income percentages and instead is using the CEP Identified Student Percentage (the Direct Certification numbers/percentages). The district marked a box to decline using their CEP Percentages. The Building Eligibility page should look like this:

If you decline to use the CEP Reimburse %, and only want to use Direct Certified Student %, check here: ☐

| IRN | Building Name | Grade Span | Adjusted Enrollment | CEP Identified Student % | Sort Order | Eligibility For Service | Eligible By Other Factors | Prev. Served (Insert notes into log) | Feeder Pattern or Rounding % of Low Income | Recalculation # of Low Income | Service |
|---|---|---|---|---|---|---|---|---|---|---|---|
| [redacted] | | K-2 | 606 | 65.02 % | 1 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 3-6 | 820 | 62.80 % | 2 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 7-8 | 436 | 50.53 % | 3 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 9-12 | 880 | 50.53 % | 4 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | P | 118 | 39.83 % | 5 | ☑ | ☐ | ☐ | | | None |

| | |
|---|---|
| Total Enrollment: | 2860 |
| Total Low Income Number: | 1620.96 |
| Total District-wide Low Income Percent: | 56.68 % |

*Way 1: Determining Public Low-Income Counts using Free/Reduced Price Lunch Data*

To determine the number of low-income public district students in a Title I served attendance area:

1. Identify which buildings, if any, are not being served by the district. If all buildings are served, the total of low-income students at the bottom of the screen can be used with no further action.

| IRN | Building Name | Grade Span | Adjusted Enrollment | Low Income Students | | Sort Order (Asc) | Eligibility For Service | Eligible By Other Factors | Prev. Served (Insert notes into log) | Feeder Pattern or Rounding % of Low Income | Recalculation # of Low Income | Service |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Number | Percent | | | | | | | |
| [redacted] | | K-2 | 522 | 271 | 51.92 % | | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 3-5 | 535 | 260 | 48.60 % | | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 6-8 | 582 | 268 | 46.05 % | | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 9-12 | 715 | 246 | 34.41 % | | ☐ | ☐ | ☐ | | | None |
| Totals: | | | 2354 | 1045 | 44.39 % | | | | | | | |

2. Subtract the low-income students for any unserved building or buildings from the total at the bottom of the screen.
    a. Example: 1045 – 246 = 799
    b. Total Served Public District Low-Income students: 799

*Way 2: Determining Public Low-Income Counts using CEP Reimbursement Percentage*

To determine the number of low-income public district students in a Title I served attendance area:

1. Identify which buildings, if any, are not being served by the district. If all buildings are served, the total of low-income students at the bottom of the screen can be used with no further action needed.

| IRN | Building Name | Grade Span | Adjusted Enrollment | Low Income Students | | | | Sort Order | Eligibility For Service | Eligible By Other Factors | Prev. Served (Insert notes into log) | Feeder Pattern or Rounding % of Low Income | Recalculation # of Low Income | Service |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | FRPM Number | FRPM % | CEP Identified Student % | CEP Reimburse % | | | | | | | |
| [redacted] | | K-5,P | 338 | | | 65.38 % | 100 % | 1 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5,P | 285 | | | 63.51 % | 100 % | 2 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 288 | | | 58.68 % | 93.89 % | 3 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 6-8 | 558 | | | 51.79 % | 82.87 % | 4 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 338 | | | 46.75 % | 74.79 % | 5 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5,P | 392 | | | 40.56 % | 64.90 % | 6 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 392 | | | 37.50 % | 60.0 % | 7 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | K-5 | 333 | | | 31.23 % | 49.97 % | 8 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 6-8 | 615 | | | 40.98 % | 65.56 % | 9 | ☑ | ☐ | ☐ | | | SW-Exist |
| [redacted] | | 9-12 | 1592 | | | 42.34 % | 67.74 % | 10 | ☑ | ☐ | ☐ | | | None |

| | |
|---|---|
| Total Enrollment: | 5131 |
| Total Low Income Number: | 3746.23 |
| Total District-wide Low Income Percent: | 73.01 % |

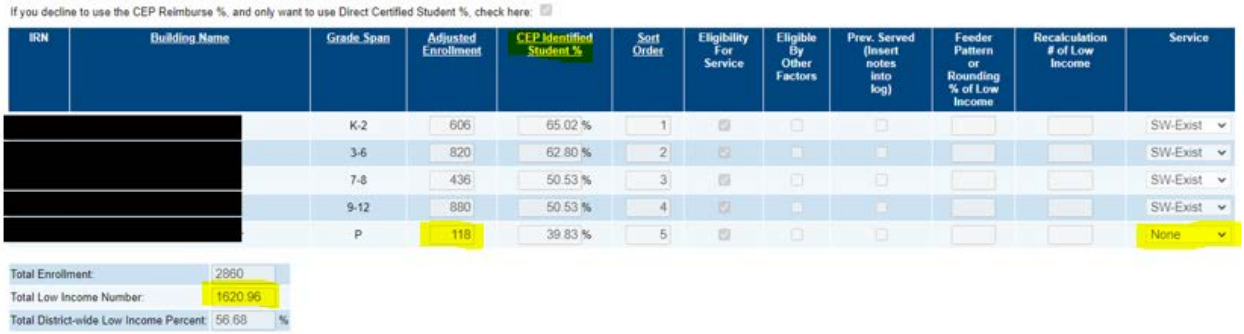
2. Multiply the CEP Reimbursement Percentage by the Adjusted Enrollment for each unserved building.
    a. Example: 67.74% x 1592 = 1078.4208
3. Subtract the unserved building low-income counts from the low-income total.

a. Example: 3746.23 – 1078.4208 = 2667.8092
b. Total Served Public District Low-Income Students: 2,667.8092

*Way 3: Determining Public Low-Income Counts using CEP Identified Student Percentage*

To determine the number of low-income public district students in a Title I served attendance area:

1. Identify which buildings, if any, are not being served by the district. If all buildings are served, the total of low-income students at the bottom of the screen can be used with no further action needed.



If you decline to use the CEP Reimburse %, and only want to use Direct Certified Student %, check here:

| IRN | Building Name | Grade Span | Adjusted Enrollment | CEP Identified Student % | Sort Order | Eligibility For Service | Eligible By Other Factors | Prev. Served (Insert notes into log) | Feeder Pattern or Rounding % of Low Income | Recalculation # of Low Income | Service |
|---|---|---|---|---|---|---|---|---|---|---|---|
| [redacted] | | K-2 | 606 | 65.02 % | 1 | ☑ | ☐ | ☐ | | | SW-Exist |
| | | 3-6 | 820 | 62.80 % | 2 | ☑ | ☐ | ☐ | | | SW-Exist |
| | | 7-8 | 436 | 50.53 % | 3 | ☑ | ☐ | ☐ | | | SW-Exist |
| | | 9-12 | 880 | 50.53 % | 4 | ☑ | ☐ | ☐ | | | SW-Exist |
| | | P | 118 | 39.83 % | 5 | ☑ | ☐ | ☐ | | | None |

| | | |
|---|---|---|
| Total Enrollment: | 2860 | |
| Total Low Income Number: | 1620.96 | |
| Total District-wide Low Income Percent: | 56.68 | % |

2. Multiply the CEP Identified Student Percentage by the Adjusted Enrollment for each unserved building.
    a. Example: 39.83% x 118 = 46.9994
3. Subtract the unserved building low-income counts from the low-income total.
    a. Example: 1620.96 – 46.9994 = 1573.9606
    b. Total Served Public District Low-Income Students: 1573.9606

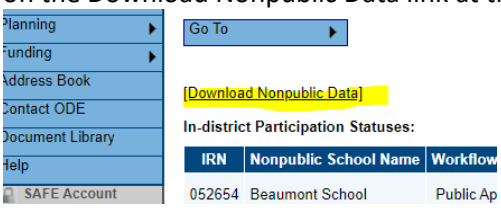
**Determination of Nonpublic Low-Income Data**

*Please note that Internet Explorer is the recommended browser to use in this portion in order to download the necessary files.*

First, ensure that the district has consulted with all appropriate nonpublic districts, both in and out of district boundaries. Consultation should include:

- Determination of services to be provided,
- Whether or not the school wishes to participate in ESSER nonpublic equitable services;
- If the district is working with a nonpublic who did not report data in NPDS but does wish to participate in ESSER nonpublic equitable services (such as a non-chartered, non-tax school), please request the number of low-income nonpublic students who are in the Title I served public school attendance areas.

Navigate to the Title I-A Nonpublic School Services page within the CCIP Consolidated Application. Click on the Download Nonpublic Data link at the top of the screen, under the Go To Navigation bar.

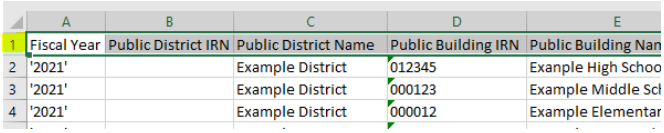



This link will download an .aspx file (which should open with Excel) to the computer. Internet Explorer should open a dialogue window asking if the file should be opened or saved. If this does not occur, check the Downloads folder on the computer for a file named NonpublicSchoolServiceInOut17Download.

The opened file looks like this (portion):

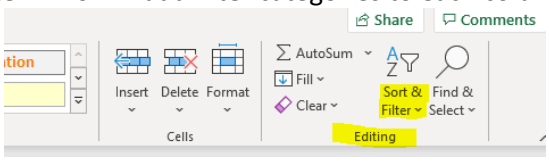
| Fiscal Year | Public District IRN | Public District Name | Public Building IRN | Public Building Name | Title I Service | Nonpublic Building IRN | Nonpublic Building Name | Title I-A Participation | Per Pupil Amount |
|---|---|---|---|---|---|---|---|---|---|
| '2021' | | Example District | 012345 | Example High School | None | 476 | Saint Martin de Porres High School | No | $0.00 |
| '2021' | | Example District | 000123 | Example Middle School | SW-Exist | 10275 | Jacob Sapirstein Campus - Hebrew Academy of Cleveland | Yes | $668.50 |
| '2021' | | Example District | 000012 | Example Elementary | SW-Exist | 10275 | Jacob Sapirstein Campus - Hebrew Academy of Cleveland | Yes | $668.50 |
| '2021' | | Example District | 001234 | Example Intermediate | SW-Exist | 10275 | Jacob Sapirstein Campus - Hebrew Academy of Cleveland | Yes | $668.50 |

Turn on the filter for the file. To apply the filter, highlight the first row of the Excel file by clicking on the number 1 in the left-hand side.



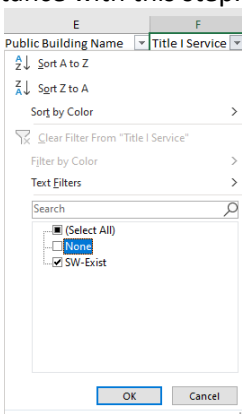
| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Fiscal Year | Public District IRN | Public District Name | Public Building IRN | Public Building Nan |
| 2 | '2021' | | Example District | 012345 | Exanple High Schoo |
| 3 | '2021' | | Example District | 000123 | Example Middle Scl |
| 4 | '2021' | | Example District | 000012 | Example Elementar |

Go to the Home Ribbon in Excel and navigate all the way to the right to the Editing Section. Click the Sort and Filter button. Click on Filter. This will add filter categories to each column.




Go to Column F (Title I Service) and click on the filter arrow. This will open a flyout menu with the results in the column. Uncheck the None box and click OK – make sure that all other options are included. This will hide all the buildings in the public district that are not Title I served. Unserved buildings are not included in the calculation of the proportional share.

**Note:** if the district is serving a Building by Comparable Title I services, please contact Chantelle Carter at chantelle.carter@education.ohio.gov for assistance with this step.




Once filtered, to calculate the public district total nonpublic low-income student count:

1a. *If the public district either uses Free/Reduced Price Lunch Data or uses the CEP Reimbursement Percentage (Way 1 or 2):* Sum all of the numbers in the Free Lunch Count and Reduced Lunch Count Columns (Columns K and L). This will give the total number of low-income students from each nonpublic building that are within the Title I served public attendance areas.

1b. *If the district uses the CEP Identified Student Percentage (Way 3):* Sum all of the numbers in the Free Lunch Count Column only (Column K). This will give the total number of equivalently identified low-income students from each nonpublic building that are within the Title I served public attendance areas.

2. If the public district has nonpublic buildings not included on their Nonpublic School Service page who wish to participate and provided student counts, add those counts to the total.

Example: This public district is a CEP participating district using the CEP Identified Student Percentage. The district has two nonpublic schools that reported data in NPDS. All students reported reside in Title I Served Attendance areas. Portsmouth Stem Academy has chosen not to participate in ESSER Services (**this will be addressed later**). In addition, a non-chartered, non-tax (NCNT) school has 1 low-income student from the public district and has requested to participate in ESSER services.

1. Because the district uses the CEP Identified Student Percentage, only the counts from Column K are included.
2. A count of 1 is added for the NCNT school.

| F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|
| Title I Service | Nonpublic Building IRN | Nonpublic Building Name | Title I-A Participation | Per Pupil Amount | Free Lunch Count | Reduced Lunch Count | Academically Eligible Count | Title I-A Allocation |
| SW-Exist | 15331 | Portsmouth Stem Academy | Yes | $813.74 | 1 | ~~0~~ | 0 | $813.74 |
| SW-Exist | 57992 | Bishop Flaget School | Yes | $813.74 | 18 | ~~1~~ | 0 | $14,647.27 |
| SW-Exist | 57992 | Bishop Flaget School | Yes | $813.74 | 3 | ~~0~~ | 0 | $2,441.21 |
| SW-Exist | 57992 | Bishop Flaget School | Yes | $813.74 | 22 | ~~3~~ | 0 | $17,902.21 |
| | | | | | + 1 | | | |

The total nonpublic low-income count for this district is 1 + 18 + 3 + 22 + 1 = 45.

To determine the total nonpublic count by building, add together all allowable counts by the nonpublic building IRN. In this example, Portsmouth Stem has one student; Bishop Flaget has 43, and the Non-Chartered, Non-Tax school has 1. This information is used for setting the individual school's equitable service amount.