



## **Transfer of Service** **Frequently Asked Questions**

June 2024

### **1. What is a Transfer of Service (TOS) and how do I know I am eligible?**

The Transfer of Service Exemption [§121.91\(4\)\(a\)3](#) Wis. Stats. provides that a school district which assumes responsibility for a program or service from another governmental unit may request an exemption to the district revenue limit. This Transfer of Service (TOS) request is for the estimated additional, increased cost as determined after a review of the district's current staffing and service capacity of that program or service. The district must increase the services that it provides by adding responsibility for providing a service that is transferred to it from another governmental unit for a student with a disability or a student with limited English proficiency.

First, you should review the Transfer of Service (TOS) Decision Tree for a 2024-25 Revenue Limit Exemption. This ensures you are within the correct time period.

Assuming you are within the correct timeline - there are three parts that must be met to qualify for TOS:

(1) The student came to your district from another governmental unit. Not sure how a governmental unit is defined? See [Transfer of Service General Information - Basic Guidelines](#).

(2) The student is a student with a disability (Wis. Stat. §.115.76 (5)) or limited English proficiency (Wis. Stat. §.115.955 (7)) who transferred into the district with an identified need. Typically, the need will be identified by an Individualized Education Program (IEP) or English Learner (EL) service plan with a Limited English Proficient (LEP) classification of 1 through 5.

(3) There is an increased cost for the district. This is not the same as just an increase in service. For example, the district never had a speech and language teacher before, now they have a new student who needs that service so they must hire a speech and language teacher. This is clearly an increased cost. This is different from the district having a new student who needs speech and language services and will now participate in their existing speech and language program. While the district is providing services to a new student, there is really no additional cost as the program already exists.

**2. I understand to qualify for TOS there must be an increased cost but what about shifting costs? For example, we have 5 students with 1:1 aides. One student graduates so we would lay off one of those aides; however, a new student enters the district from another governmental unit that requires a 1:1 aide. Can I request a TOS? After all, if the new student did not arrive the aide would have been dismissed.**

No, in this example the district is not eligible for a TOS. The law states "if a school board increases the services that it provides by adding responsibility for providing a service that is transferred to it from another governmental unit for a child with a disability". TOS allows a district to increase its revenue limit if its costs increase because of the need to increase services above the level of services currently provided.

**3. How do I get access to the Transfer of Service-LEP and Transfer of Service-SPED application?**

Reach out to your district administrator. All school district administrators are authorized to access the Transfer of Service-LEP and Transfer of Service-SPED application by using the user ID and password they were issued through the Application User Management (AUM) system. If any other district staff members are to have access to Transfer of Service-LEP and/or Transfer of Service-SPED applications, the district administrator must authorize them as users.

The AUM system is managed by the Parental Education Options Team as it is also used for both Open Enrollment (OPAL) and Homeschool Reporting (HOMER) applications. If your district administrator needs to know their User ID or password for the AUM System, please have the district administrator send an email to [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov) requesting this information.

**4. What if my district administrator does not know their User ID or password for the AUM System?**

The AUM system is managed by the Parental Education Options Team as it is also used for both Open Enrollment (OPAL) and Homeschool Reporting (HOMER) applications. If your district administrator needs to know their User ID or password for the AUM System, please have the district administrator send an email to [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov) requesting this information.

**5. I was completing Part A and I noticed I have a student flagging as ineligible because I entered an incorrect student ID; can I go back in and correct this?**

Yes, you may go back in to make changes to saved data at any point before the application due date.

**6. I have a student who moved to our district from another Wisconsin school district, but I learned that student did not actually attend that school district. They opened enrolled to a different school district during those years. Which district do I identify in my TOS request; the district the student lived in or the district the student actually attended?**

Transfer of service always goes to the resident district. A student who was open enrolled out will have student records from a different school district; however, for the transfer of service process, enter the school district where the student lived in the previous year even though they may or may not have been the district that served the student.

**7. We have a student who open enrolled to our district with significant special needs; can we do a transfer of service?**

No, when a special education student open enrolls, the nonresident district does collect the basic open enrollment amount. In the second year of open enrollment, the nonresident district can choose to continue to receive the open enrollment basic aid amount or be reimbursed for actual costs of providing FAPE to the pupil in the previous school year, up to \$30,000; therefore, even though the nonresident district is increasing services, they are being compensated by the resident district.

**8. Our district forgot to file the transfer of service last year when it was due; can we do one this year?**

No, while we understand oversights like this can happen, both state law and our transfer of service guidance are clear that requests must be submitted timely with the eligible increase in cost. Transfer of service is based on a cost increase from one fiscal year to the next. If you miss submitting your request the year the increase happened, then technically there is no increase from the missed year to the current year and the request no longer meets the require