

To: Superintendents
Special Education Administrators
Business Managers

From: Nicole Tousignant
Special Education Finance Manager

Date: September 8, 2015

Subject: FY-2016 Special Education Expenditure Report Package

This package contains the forms and instructions for the FY-2016 Special Education Expenditure Report. The following materials will be available on the DOE Special Education Finance web page:

1. FY-2016 Special Education Expenditure Report forms which includes the Information Sheet which must be returned by October 15, 2015;
2. Instructions for FY-2016 Special Education Expenditure Reports.

FY-2016 Special Education Expenditure Report Forms

The FY-2016 Special Education Expenditure Report forms are unchanged from FY-2015.

FY-2016 Information Sheets Due October 15, 2015

The information sheet provides us with a list of the reporting entities for the new fiscal year, the contact person who can answer questions concerning the reports, and a contact person to answer questions concerning Worksheet A. **The form requires the supervisory union to report the person responsible for special education staff documentation.** This will allow us to contact the appropriate staff concerning trainings and other materials around special education staff documentation as it relates to the State special education funding formula.

The final section of the form requests information about the two staff members that should receive information on the payments based on the FY-2016 Special Education Expenditure Reports. The information will only be sent to these two individuals by the Agency and those two individuals will be responsible for dissemination of the information within the supervisory union.

Instructions for FY-2016 Special Education Expenditure Reports

The instructions for the FY-2016 Special Education Expenditure Reports are enclosed. This document includes the dates that the reports are due and instructions for completing the reports. The instructions for Worksheet A start on page 15 and the new State rates are shown in that section. The rates include a daily rate and an annual rate that is not to be exceeded for the school year. Please note that supplies are included in the calculation for the State allowed rates for FY-2016 which means that separate billing for supplies will not be allowed if the State rate is claimed for the services. For questions relating to Worksheet A, you should contact Cathy Scott at 479-1234. Questions about any other sections of the report should be directed to Nicole Tousignant at 479-1137.

Technical Guide for Special Education Cost Documentation

The new version of the Technical Guide will be available in October 2015.

Documents Available on Department of Education Web Site

Please note that this memo and the attached documents are available on the Agency of Education web site on the Special Education Finance page. This page also includes links to information on IDEA-B and Medicaid.