

To: Superintendents
Special Education Directors
Business Managers

From: Nicole Tousignant
Special Education Finance Manager

Date: August 4, 2016

Subject: FY-2018 Special Education Service Plan

Attached are the forms and instructions for the FY-2018 Special Education Service Plan.

There are some significant changes to the forms for FY-2018. These changes are due to a statutory change that allows the Agency of Education to pay the entity that incurs the special education costs, as opposed to the prior statute which required payment be made to school districts.

The deadline for submitting the FY-2018 Service Plan is October 17th, 2016. It is important that the deadline is met in order for the Agency to compile the information for the FY-2018 State Special Education funding formula projections which are due out on December 15th, 2016. If the Service Plan for a supervisory union is not received by the deadline, the Agency is authorized to withhold funds due the supervisory union or its member school districts until the Service Plan is filed and accepted by the Agency.

Federal Data Report Forms - Section D

Section D is available in a downloadable Excel Spreadsheet from the Agency website. Section D should be submitted electronically via e-mail to Mike Bailey at mike.bailey@vermont.gov. Any questions about completing Section D should be addressed to Mike at 802-479-1165.

Report Forms and Submission

The electronic version of the forms are attached to this e-mail. Please be sure to use the FY-2018 version of the forms when the service plan is submitted. The completed forms for Sections A-C should be mailed in paper form to the Agency to my attention while Section D is to be submitted electronically to Mike Bailey.

