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MEMORANDUM

TO: Superintendents, Special Education Directors and Business Managers
FROM: Alena Berube, Special Education Finance Manager
SUBJECT: FY 2020 Special Education Service Plan
DATE: August 21, 2018

Attached are the forms and instructions for the FY 2020 Special Education Service Plan.

The statutory deadline for submitting the FY 2020 Service Plan is October 15th, 2018. It is important that the deadline is met in order for the Agency to compile the information for the FY 2020 State Special Education funding formula projections which are due from the Agency on December 15th, 2018. If the Service Plan for a supervisory union is not received by the deadline, the Agency is authorized to withhold funds due to the supervisory union or its member school districts until the Service Plan is filed and accepted by the Agency.

Report Forms and Submission

The electronic version of the forms are attached to this e-mail and can also be found on the Agency website at <http://education.vermont.gov/student-support/special-education/funding#service-plan>. Please be sure to use these FY 2020 version of the forms when the service plan is submitted. The completed forms for Sections A-D should be both mailed in paper form to the Agency and uploaded in their original excel format to the AOE FTP server, as outlined in the instructions. If you have any questions about the submission instructions or completing your service plan in general, please let me know. Any questions about Section D should be addressed to Sam Steiner at 802-479-1165.

Keep an eye out for upcoming communications detailing a few small changes in Act 173 that (1) provides increased flexibility in the use of special education funding in FY 2020 and (2) changes the threshold for extraordinary cost reimbursement. The specific guidance should be helpful in the development of your service plans and local budgets.